

STUDENT HANDBOOK

(For Guidance & Compliance by Students)

2016-17



AMITY
UNIVERSITY



FOREWORD

The Amity University Uttar Pradesh was established on January 12, 2005 through "Amity University Uttar Pradesh Ordinance, 2005" promulgated by the Hon'ble Governor of Uttar Pradesh.

"Amity University Uttar Pradesh Act, 2005" was passed by the State Legislature and assented to by the Hon'ble Governor, notified vide UP Govt. Gazette Notification No. 403/VII-V-I-(Ka)/I/2005 dated March 24, 2005.

In fulfillment of vision and mission of Dr. Ashok K Chauhan, Founder President, Ritnand Balved Education Foundation, Amity University Uttar Pradesh is committed to provide skill based quality education comparable to the international standards and it subscribes to the philosophy of "modernity blends with tradition, while nurturing talent."

The University is offering UG, PG, M.Phil. and Doctoral Research Programmes in almost all areas/ disciplines of higher education. Besides the Professional programmes in various areas like Engineering, Management, Information & Communication Technology, Law, Education, Journalism & Mass Communication etc., the University offers newage Programmes like Biotechnology, Microbial Technology, Nanotechnology, Telecom Technology, Forensic Sciences, Insurance and Actuarial Sciences, Avionics, Organic Agriculture, Competitive Intelligence & Corporate Warfare, Entrepreneurship, Retail, Environment Studies, Horticulture, Food Chain Management, Virology, Medical Sciences and so on. The University has courses in Behavioural Science, Business & English Communication and Foreign Language integrated into the curriculum of all Programmes.

Amity University offers outcome based education, having industry centric curriculum, choice based credit system and flexi timings. This enables the students to satisfy their scholastic needs and aspirations as the system provides enhanced learning opportunities through interdisciplinary curriculum.

In accordance with Amity University Uttar Pradesh Act 2005, the Statutes and Ordinances made there under, the academic matters are governed through the Regulations framed by the Academic Council and approved by the Executive Council of the University. In this Student Handbook, extracts from the Regulations relevant to the students have been incorporated. The compilation is for guidance and compliance by all the students.

Keeping in tune with Information Technology advancement in the world, most of the functions of Amity related to Students have been automated and all information is available on Amity Intra Net (Amizone). Student's attendance, syllabus, training programmes, examination results, suggestions, notices are available on Amizone, students are advised to make full use of it and keep themselves updated.

I extend my congratulations to all students for becoming an Amitian and convey my Best Wishes for your quest for learning, professional development and for your stay in Amity.
July 2016

Prof. (Dr.) Balvinder Shukla
Vice Chancellor

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AMITY EDUCATION GROUP

The Amity Education Group is one of India's leading private non-profit education group, offering globally benchmarked education right from pre-schools to Ph.D. level. Starting with campuses in India, today it has campuses around the world and aims to have campuses in 25 countries in the next few years.

Amity's focus on path-breaking innovations in science & technology, a globally benchmarked infrastructure and record job offers have directly resulted in Amity Institutes emerging among the most sought after education destinations.

Top ranked institutions

Amity University and its Institutions in Management, Engineering, Biotechnology, Telecom, Law, Hospitality and Insurance have been ranked amongst the top by surveys conducted by prestigious leading publications. These rankings have been given on various parameters including infrastructure, academic excellence, curriculum and research.

Prestigious National, International Recognitions and Accreditations

A testimony to Amity's globally benchmarked standards of education are the prestigious National, International Recognitions & Accreditations including 'National Award for being the Best Non-Profit Private University', 'NAAC Accreditation with Grade A', 'Premier status from ASIC (UK)', 'Accreditation by IET (UK) for B.Tech degrees' and 'Accreditation by ACBSP (USA) for Management degrees', Accreditation by the Foundation for International Business Administration Accreditation (FIBAA), Accreditation by the European Foundation for Management Development (EFMD).

- Amity University has been accredited by WASC Senior College and University Commission, recognized by the U.S. Department of Education.
- Amity University has been named by Quacquarelli Symonds (QS) as one of Asia's top 200 Universities. It is the only not for profit private University from India to be included in the rankings.
- Awarded as Indis's best Research University by Indian Education Awards 2014
- Amity was honored with the prestigious '**Golden Peacock**' Award for Excellence in Education by Institute of Directors in Dubai.
- AUUP has been awarded for "**Best Research University**" and "**Outstanding Leader in Education**" by Franchisee India on May 22, 2014.
- Amity University is recognized by Department of Science & Technology as Scientific and Industrial Research organization. So far more than 80 major research projects amounting to Rs. 10 crores have been completed.
- All IITs collectively are 1st and Amity has achieved 2nd position in filing patents -Private Educational Institute climb in rankings – **March 28, 2014** -- Economic Times
- Amity Directorate of Distance & Online Education is **Recipient of e-Retail Award 2013** in the category of best '**e-Educational Service Provider**'.
- The Construction Industry Development Council (CIDC) honoured Amity University with "Award of Partner in Progress Trophy 2013".
In recognition to the best media initiatives, Amity School of Communications was awarded second best Media School by Edutainment Awards 2016

AMITY UNIVERSITIES CAMPUSES IN INDIA



List of some National, International Recognitions & Accreditations

	Amity University Uttar Pradesh has been established by Government of State of Uttar Pradesh, India under the Amity University Uttar Pradesh Act, 2005 (UP Act No.11 of 2005), notified in the Uttar Pradesh Government Official Gazette No.403/VII-V-I-1(Ka)1/2005 dated 24 March 2005.
	As per public notice issued by University Grants Commission on 30th June, 2011, 86 Private Universities including Amity University established by the Acts of the Legislatures of different State Governments have been recognized (http://www.ugc.ac.in/inside/privateuniversity.html) and that the University is competent to award Degrees as specified by UGC under Section - 22 of the UGC Act.
	Amity University Uttar Pradesh has been accredited by National Assessment and Accreditation Council (NAAC) with "A" Grade.
	The WASC Senior College and University Commission, recognized by the U.S. Department of Education, has accredited all AUUP Campuses. WASC is a accrediting agency for public and private higher education institutions throughout California, Hawaii, and the Pacific as well as a limited number of institutions outside the U.S.
	Amity University Uttar Pradesh has been ranked amongst the top Universities in Asia and amongst the top BRICS Universities by QS World University Rankings. Amity Directorate of Distance Education (ADDoE) has been ranked on 18th position by QS Distance Online MBA Ranking 2015.
	Amity University Uttar Pradesh is included in the Members List of Association of Indian Universities, New Delhi (http://aiuweb.org/Members/MembersA.asp)
	The International Association of Universities (IAU) of the United Nations has recognized Amity University and included Amity University in the list maintained by it. The list can be seen at: http://www.iau-aiu.net/sites/all/files/hi_nw.pdf#India
	Amity University is included in the Members list of Association of Commonwealth Universities, London (UK) (https://www.acu.ac.uk/membership/acu-members/asia-central-south)
	Engineering programmes of Amity University listed under the International Accredited programmes by the Institution of Engineering and Technology (IET)
	Educational Credentials Evaluators, Inc., in USA have concluded that Amity University is the equivalent of a university in the United States that has regional accreditation.
	Amity University is the first Indian University to get the prestigious ASIC, UK Accreditation. The University has received "premier status, the highest level of Accreditation awarded by ASIC, UK". (http://www.asic.org.uk/collegedirectoryInternational.php)

 Government of India Controller General of Patents Designs and Trademarks Department of Industrial Policy and Promotion Ministry of Commerce and Industry	Amity University, Uttar Pradesh is ranked second, ahead of Indian Institute of Science, Bangalore and Tamil Nadu Agricultural University, in terms of filing patents. The Indian Institutes of Technology collectively retain the top slot. According to the report for 2012-13, Amity has recorded a 23% growth in filing patents whereas there is only a marginal growth of around 2% for the IITs.
	Amity University Uttar Pradesh is recognized as a Scientific & Industrial Research Organization (SIRO) by the Department of Scientific and Industrial Research, Ministry of Science and Technology, Government of India.
	Amity University has been certified for ISO 9001: 2008 (Quality Management System); ISO 14001: 2004 (Environmental Management System); ISO 27001:2005 (Information Security Management System) and ISO 22000:2005 (Food Safety Management System)
	Law Programmes accredited by Bar Council of India
	Educational Programmes accredited by National Council of Teachers Education
	Recognized by Central Counselling Board
	Management Programmes are accredited by Accreditation Council for Business School Programmes
	Royal Institution of Chartered Surveyors, UK & Amity University have collaborated for RICS School of Built Environment
	Architectural Programmes are accredited by Council of Architecture
	The on line MBA Programme is accredited by EFMD CEL
	Amity Institute of Travel & Tourism Programmes are certified by UNWTO.TedQual
	The Confederation of Indian Industry (CII) has launched „The CII School of Logistics, offering specialised MBA programmes, in collaboration with Amity University
	Amity University and Tata Technologies have formed an alliance in order to set up an industry-led technology institute, with the aim to create world-class institution, in terms of research and training.

Distinguished Faculty

The Amity faculty have been credited with having filed 701 patents in the last years in future-focused areas of science & technology. Further, Amity faculty have also developed 1500 Management case-studies in the last one year which have been bought by corporates like McKinsey and leading Universities of UK, USA, Switzerland, Canada, etc. Amity University also has the distinction of being India's only private University to have a Nobel Laureate Werner Arber as an Honorary Professor among its faculty.

Transcending Boundaries in Innovation and Research

With an unmatched culture of excellence in education, Amity is committed to science & technology, innovation and high-end research. This is aptly reflected in its distinguished Faculty carrying out High-end Government funded research in future focused areas like Nano-technology, Biosciences, Thin Film Technology, Space Science, Nuclear Science & Technology, Solar Energy among others.

Amity has been recognized as the Scientific & Industrial Research Organization (SIRO) by the Government of India. At Amity, over 300 sponsored research projects are under way with leading International bodies like National Science Foundation (USA), Deutsche Forschungsgemeinschaft (Germany), Bill & Melinda Gates Foundation, besides leading Government organizations in India like DST, CSIR, DRDO, ICMR, ICAR and DBT.

Amity has many tie-ups with government labs such as the Institute of Minerals and Materials Technology, Indian Institute of Integrative Medicine, Advanced Materials and Processes Research Institute and the Shriram Institute for Industrial Research.

The Royal Institution of Chartered Surveyors (RICS) and Amity University have established the RICS School of Built Environment at Amity University, Noida campus, to address the shortage of skilled professionals in the sector. RICS is a professional qualification and standard setting body in land, property and the construction sector.

Amity has an on-campus Innovation Incubator for supporting cutting-edge Entrepreneurial ideas in emerging areas of Science & Technology. Further, to ensure the very best talent in research, Amity offers the largest number of Fellowships for Ph.D. & Post-doctoral Research.

Collaborations with Global Universities

To give global exposure to students and faculty, joint research and curriculum development, Amity has tie-ups with over 80 International Universities, laboratories and research center's across USA, UK, France and Australia, China, France, Canada, etc

Excellent Campus Placements over the years

Leading companies across different sectors have come to prefer Amity for their on-campus recruitments. Some of these include global conglomerate the likes of McKinsey, Ernst & Young, Microsoft, PwC, HSBC, Oracle to name only a few.

Meritorious Amity students are pursuing higher studies in top global Universities such as Texas, Stanford, Columbia, California, Santa Barbara, Harvard University among many others.

Scholarship Programme for Meritorious Students

To ensure that meritorious students do not lose out a world-class education experience, Amity has awarded millions worth of scholarships to thousands of talented students from across the world. So far, over 25,000 outstanding students have benefited from Amity's Scholarship Programme.

World-wide Alumni Network

Today the Amity community has expanded across the globe to include not only Amity campuses but also a closely networked fraternity of over 1,00,000 Amity alumni, successfully pursuing their career in top organizations or top universities globally. Not surprising, Amity alumni have gone on to become captains of the industry and leaders in their scope of work, research and expertise.



Amity Innovation Incubator

- The University has established an Innovation Incubator, supported by an advisory body consisting of industrialists, venture capitalists, technical specialists and managers as well as by the NSTEDB of Department of Science and Technology, Government of India. It helps entrepreneurs realize their dreams through a range of infrastructure, business advisory, mentoring and financial services.
- The Incubator facilitates students of the University to participate in the incubation activities. Presently, this type of participation is extended to interns with resident companies and use of incubator facility for developing their own business ideas.
- It also provides patent related services to the University faculty, students and entrepreneurs.

Labs at AUUP, Noida

Institute Name	Lab Name
Amity Business School	Computer Labs I to IV
Amity Centre for Radiation Biology	Radiation Biology Laboratory
Amity Institute of Advanced Research & Studies (Materials & Devices)	1 B.Tech./M.Tech Lab 2 Biochemistry Lab 3 Characterization lab 4 Chemistry Lab 5 Clean Room 6 Computer Lab 7 Measurement Lab 8 SEM Lab 9 Thin Film Lab
Amity Institute of Aerospace Engineering	1 Aerodynamics Lab 2 Aircraft Structures Lab 3 CFD & FEM Lab 4 Propulsion Systems Lab 5 Theory of Vibrations Lab
Amity Institute of Aerospace Research and Studies	Aero Space Lab
Amity Institute of Anthropology	Anthropology Lab
Amity Institute of Applied Sciences	1 B.Sc (Hons.) Physics Lab 2 M. Sc (Applied Physics) Lab 3 M. Sc - Engineering Physics Lab 4 M.Sc. (AC, IC) and B.Sc. (H) Lab

Institute Name	Lab Name
Amity Institute of Behavioural (Health) & Allied Sciences	Psychology Lab
Amity Institute of Biotechnology	<ol style="list-style-type: none"> 1 Algal Biotechnology Lab (Research) 2 Animal Biotechnology Lab (Research) 3 Animal Biotechnology I & II Lab (Teaching) 4 Animal Cell Culture facility (Teaching & research) 5 Aquabiotech Lab (Research) 6 Autoclave and media preparation Lab (Teaching & research) 7 Biochemical Engineering lab (Research) 8 Biochemistry I, II & III Lab (Teaching) 9 Biomimetic Lab (Research) 10 Bioprocess Technology Lab (Teaching) 11 Bioremediation Lab (Research) 12 Botany Lab (Teaching) 13 Cell & Molecular Biology Lab (Research) 14 Cell Biology & Genetics I & II Lab (Teaching) 15 Cell Line Metabolism Lab (Research) 16 Cellular and Molecular Cytogenetics Lab (Research) 17 Central Instrumentation Facility I & II Lab (Teaching & Research) 18 Chemical Biology Lab (Research) 19 Chemistry I & II Lab (Teaching) 20 Downstream Processing I & II Lab (Teaching) 21 Enzymology I & II Lab (Teaching) 22 Fermentor Lab (Teaching) 23 Functional Food Technology Lab (Research) 24 Immunology I, II & III Lab (Teaching) 25 Computer Lab I, II, III, IV, V, VI Lab 26 Microbiology Lab I, II & III Lab (Teaching) 27 Molecular Bacteriology Lab (Research) 28 Molecular Biology Lab I, II & III Lab (Teaching) 29 Molecular Virology and Immunology Lab (Research)

Institute Name	Lab Name
	30 Nano Biotechnology and Bioinformatics Lab (Research) 31 New Drug Discovery and Innovation Lab (Research) 32 Novel Molecule Synthesis Lab (Research) 33 Pest control Lab (Research) 34 Plant Biotechnology Lab (Research) 35 Plant Biotechnology I & II Lab (Teaching) 36 Plant secondary metabolism Lab (Research) 37 Plant Tissue Culture Facility I & II (Teaching) 38 RDT I, II & III Lab (Teaching) 39 Structural Biology Lab (Research)
Amity Institute of Education	1 Computer Lab 2 ET Lab 3 Psychology Resource Room 4 Science Lab
Amity Institute of Environmental Toxicology Safety & Management	1 Microbial Lab 2 Wet and Instruments Lab
Amity Institute of Food Technology	1 Food Chemistry Lab 2 Foods & Nutrition Lab 3 Micro Biology & Biotechnology Lab 4 Packaging & Sensory Evaluation Lab 5 Process Hall - Cereals, Pulses and Oilseeds Processing Unit 6 Process Hall - Fruits & Vegetables Processing Unit 7 Process Hall - Meat Processing Unit 8 Process Hall - Milk Processing Unit 9 Process Hall - Cold Storage Room 10 Process Hall - Food Engineering Unit I & II
Amity Institute of Forensic Sciences	1 Forensic Biology & Serology Lab 2 Forensic Chemistry & Toxicology Lab 3 Questioned Documents, Fingerprint Evaluation & Crime Scene Lab 4 Research Lab

Institute Name	Lab Name
Amity Institute of Geo Informatics & Remote Sensing	Computer Lab
Amity Institute of Information Technology	<ol style="list-style-type: none"> 1. Programming Lab –I 2. Programming Lab –II 3. CISCO Lab 4. Network Technology & Management Lab
Amity Institute of Microbial Biotechnology	<ol style="list-style-type: none"> 1 Microbial LAB I & II 2 Analytical Lab 3 Bioprocess Lab 4 Conference-cum-Library 5 Cryo Facility 6 M.Sc. Lab I & II 7 Microscopy, Incubator, and Plant Tissue Culture Lab 8 Plant Growth Lab 9 Research Lab
Amity Institute of Nano Technology	<ol style="list-style-type: none"> 1 Computer Lab 2 Instrumentation Lab 3 Instrumentation and Measurement lab 4 Micro Electronic Lab 5 Nano Biotechnology Lab 6 Nano Chemistry Lab I & II 7 Nano Composites Lab
Amity Institute of Nuclear Science & Technology	<ol style="list-style-type: none"> 1 B.Tech - Nuclear Science & Technology Lab 2 M.Tech - Nuclear Science & Technology Lab 3 Advance Modern Physics Lab 4 Radiation Biology Lab
Amity Institute of Organic Agriculture	Plant & Soil Analysis Lab
Amity Institute of Pharmacy	<ol style="list-style-type: none"> 1 Central Instrumentation Room 2 Computer Lab 3 Machine Room 4 Pharmaceutical Analysis Lab

Institute Name	Lab Name
	5 Pharmaceutical Biotechnology – Lab 6 Pharmaceutical Chemistry Lab I & II 7 Pharmaceutics Lab I, II & III 8 Pharmacognosy - I Lab 9 Pharmacology Lab I & II 10 Research Laboratory
Amity Institute of Physiotherapy	1 Anatomy Lab 2 Electrotherapy Lab 3 Exercise Therapy Lab 4 Physiology Lab
Amity Institute of Phytochemistry & Phytomedicine	1 Analytical Lab 2 Extraction Lab 3 Instrumentation Lab
Amity Institute of Psychology & Allied Sciences	Psychology Lab
Amity Institute of Renewable & Alternative Energy	1 B.Tech and M.Tech Lab 2 Biochemistry Lab 3 Chemistry Lab 4 Computer Lab 5 SEM Lab 6 Thin Film Lab 7. Solar Energy Lab.
Amity Institute of Space Science & Technology	1 Aerospace Electronics Lab I & II 2 Aerospace Sensors Lab 3 Communication Systems Lab 4 Control Systems Lab 5 Measurements & Instrumentation Lab 6 RADAR & Satellite Communication Lab 7 Circuit Theory Lab 8 Data Communication Network Lab 9 Digital Circuit System Lab I & II 10 Digital Communication Lab

Institute Name	Lab Name
	11 Digital Integrated System Design Lab 12 DSP Lab 13 Electrical Science Lab 14 Electronic Measurement & Instrumentation Lab 15 Engineering Physics Lab 16 Microprocessor Lab I & II 17 Microwave & Satellite Communication Lab 18 Optical Communications Lab 19 Optics & Laser Lab
Amity Institute of Training & Development for Security Personnel	Computer Lab I, II & III
Amity Institute of Virology & Immunology	1. Clinical Virology & Immunology Lab 2. Immunology Lab 3. Molecular Virology Lab 4. Animal cell culture lab 5. BSL-2 lab 6. Clinical Bacteriology Lab 7. Plant Tissue Culture Lab 8. Plant culture lab 9. Aquatic Virology Lab 10. Disease Diagnostic Lab
Amity International Business School	Computer Lab
Amity Law School, Delhi	Computer Lab I & II
Amity Law School, Noida	Computer Lab
Amity Law School, Noida (II)	Computer Lab
Amity School of Architecture & Planning	1 Computer Lab 2 Model Making Workshop 3 Surveying & Levelling Lab
Amity School of Business	Computer Lab

Institute Name	Lab Name
Amity School of Communication	1 Communication Lab I, II & III 2 Studio/Newsroom/Ingest/Chroma Studio & PCR's 3 Digital Photo Lab 4 Community Radio Station.
Amity School of Design	1 Computer Lab 2 Model Making Workshop
Amity Institute of Telecom Engineering & Management	1 Physics Lab 2 Basic Electrical Engineering Lab 3 Basic Electronics Engineering Lab 4 Circuits & Systems Lab 5 Basic Simulation Lab 6 Analog Communication Lab 7 Electronic Devices and circuits 8 Digital Electronics Lab 9 Circuit Simulation Lab 10 Digital Signal Processing Lab 11 Microprocessor and interfacing Lab 12 Optical Communication Lab 13 Data Communication and Networks Lab 14 Telecommunication Switching Lab 15 Microcontroller Lab 16 CDMA&GSM Lab 17 Satellite Communication and Broadcasting Lab 18 Digital integrated circuits and design Lab 19 Telecommunication Lab 20 Optics and Laser Lab 21 Integrated Optics Lab
Amity Institute of Geo Informatics & Remote Sensing	1 GIS and Remote Sensing Lab 2 Computer Lab

Institute Name	Lab Name
Amity School of Engineering and Technology (Computer Science & Engineering Department)	<ol style="list-style-type: none"> 1. Advanced Java Lab/ Algorithm Design & Analysis Lab. 2. Advanced Networking Lab / Computer Graphics. 3. Computer Architecture / Advanced Computer Architecture/ Digital Image Processing Lab. 4. Data Structure Lab / UNIX Programming/ Object Oriented Programming System Using 'C++'. 5. Database Management System / Software Testing & Quality Assurance. 6. Object Oriented Programming System / Data Communication And Computer Networks / Artificial Intelligence / Advanced Networking / Software Testing Lab. 7. Operating System / JAVA / Computer Graphics. 8. Software Engineering / Software Project Management Lab.
Amity School of Engineering and Technology (Information Technology Department)	<ol style="list-style-type: none"> 1. Digital Image Processing/ Matlab Lab. 2. Advance Network/ Software Testing Lab. 3. Computer Graphics/ Software project management/ Java Lab. 4. Software Engineering/ C/ C++ programming Lab.
Amity School of Engineering and Technology (Electronics & Communication Engineering Department)	<ol style="list-style-type: none"> 1. Advanced Digital Communication Systems / Analog Communication Systems / Optical Fiber Communications/ Wireless Communication Lab. 2. PCB Design Lab. 3. Electronic Devices & Circuits Lab. 4. Computer Communication and Networks Lab/ DCN Lab/ Semiconductor device physics & Modelling-SILVACO Lab/ MEMS Design Lab/ VLSI Processing & Technology Lab/ Programming / Power Systems-I Lab. 5. Digital Electronics / Electronics Lab/ Basic Electronics Engg. 6. Digital Integrated Circuit Design / VERILOG Programming / System VERILOG Programming / Advanced VHDL Programming / Analog CMOS IC Design / FPGA Programming Lab/ ASIC design Lab/ SODC Lab/ Digital Design using VHDL Lab.

Institute Name	Lab Name
	<ol style="list-style-type: none"> 7. Digital Signal Processing / Digital Image Processing / MATLAB / Advanced Image Processing / Artificial Intelligence and Fuzzy Systems Lab/ IP&PR Lab/ Basic simulation Lab/ Robotics Lab/ MSP Lab. 8. Ad. Embedded Microcontrollers Lab/ Robotics / RTOS / Real Time Embedded / Embedded Control System Lab/ Embedded Linux Lab/ Microcontroller Lab/ Embedded Microcontroller Lab. 9. Cadence Virtuoso Lab/ Layout Design Lab/ RF circuit Design Lab/ CMOS Mixed Signal Design/ ACMOS Lab. 10. Multimedia Signal Processing/ Circuit Simulation Lab/ SAT COMM Lab. 11. Microprocessor Lab/ Microprocessor & Interfacing Lab. 12. Microwave Engineering Lab/ Ad. Microwave Engg. Lab/ Antenna Technology & Design Lab. 13. Radar and Satellite Communications / Satellite Communication Lab/ Sat Navigation System Lab/ Radar Lab/ GSM CDMA & 3G Lab. 14. Research Lab. 15. Telecommunication switching & signaling Lab. 16. Antenna Technology & Design / Advanced Simulation / Advanced Microwave / Antenna Technology Lab/ Modelling & Simulation using Wireless Communication Lab/ Circuit Simulation Lab.
Amity School of Engineering and Technology (Electrical & Electronics Engineering Department)	<ol style="list-style-type: none"> 1. Transducers & Applications/ Data Acquisition & Telemetry. 2. Circuits and Systems Lab. 3. Electrical Machine Lab-II. 4. Electrical Machines Lab. 5. Control Systems. 6. Basic Electrical Engineering. 7. Electrical Machine-I. 8. Elements of Power Systems. 9. Power System Analysis. 10. Process Control Engineering. 11. MATLAB-Theory and Practice.

Institute Name	Lab Name
	12. Advanced Power Electronics. 13. Process Dynamics & Control. 14. Optimal Control System. 15. Modern Control Theory. 16. Artificial Intelligence for Electrical Systems. 17. Parameter Estimation and System Identification. 18. Advanced Power System Analysis. 19. Advanced Power System Lab-I. 20. Advanced Power System Lab-II.
Amity School of Engineering and Technology (Mechanical & Automation Engineering Department)	1. Engineering Graphics Lab. 2. Engineering Mechanics Lab. 3. Elements of Mechanical Engineering Lab. 4. Heat & Mass Transfer Lab. 5. Advanced Fluid Mechanics / Fluid Mechanics Lab. 6. Mechatronics Lab. 7. Computer Aided Manufacturing Lab. 8. Automobile Component Modeling Lab. 9. Computer Aided Design Lab. 10. Automobile Engineering Lab. 11. Alternative Fuel and Engine Pollution Lab. 12. Automotive Chassis Lab. 13. Mechanics of Solid Lab. 14. Machine Drawing Lab. 15. Manufacturing Machines Lab. 16. Metal Cutting and Tool Design Lab. 17. Kinematics & Dynamics of Machines Lab. 18. Metrology Lab. 19. Machine Design -II Lab. 20. Non Destructive Testing Lab. 21. Finite Element Methods Lab. 22. QA Processes and Systems Lab.

Institute Name	Lab Name
	23. QA processes, planning and implementation Lab. 24. Computer Aided Design and Analysis Lab. 25. Simulation in Industrial Engineering Lab. 26. Composite Materials Lab / Injection Molding and Composite Materials Lab. 27. Simulation of IC Engines Lab. 28. Automotive Maintenance & Management Lab. 29. Automotive Air Conditioning / Refrigeration and Air Conditioning Lab. 30. Pneumatic, Hydraulic, Mechanical and Electrical Systems in Automobile Engineering Lab. 31. Assembly modeling for design and manufacturing Lab. 32. Work design and Ergonomics Lab. 33. Industrial Engineering Lab. 34. NC Technology & Programming Lab. 35. Process Engineering Lab. 36. Manufacturing & Precision Engineering Lab. 37. Computer Integrated Design & Manufacturing Lab. 38. Rapid Prototyping and Tooling Lab. 39. Robotics and flexible automation Lab. 40. Machine Vision and applications Lab. 41. Mechatronic Product design Lab.
Amity School of Engineering and Technology (Civil Engineering Department)	1. Civil Engineering Drawing / Building Design and Drawing Lab. 2. Engineering Geology / Transportation Engineering Lab. 3. Concrete Lab/ Geotechnical Engineering Lab. 4. Surveying / Geoinformatics Lab.
Amity School of Fashion Technology	1 Advanced Computer Lab 2 Textile Lab 3 Design Studio I, II & III 4 Garment Manufacturing Lab I, II & III

Institute Name	Lab Name
Amity School of Fine Arts	1 2 D Animation Lab 2 3 D Animation Lab 3 Applied Art Lab 4 Applied Art Studio I, II & III 5 Painting Studio I, II & III 6 Print Making Studio
Amity School of Foreign Languages	Foreign Language Lab
Amity School of Hospitality	1 Advance Training Kitchen 2 Bakery 3 Basic Training Kitchen 4 Computer Lab 5 Confectionary 6 Front Office Lab / Suite Room 7 Garde Manger 8 House Keeping Lab I & II 9 Laundry 10 Quantity Training Kitchen 11 Training Bar 12 Training Restaurant
Amity School of Insurance, Banking & Actuarial Science	Computer Lab
Amity School of Physical Education & Sports Sciences	1 Educational Technology and Media Lab 2 Health Education, Physiotherapy and Sports Medicine Lab 3 Multi- Purpose Hall 4 Physiology Lab I & II 5 Sports Complex-Badminton, Basketball, Cricket, Football, Lawn Tennis & Squash

FOUNDATION

S. No.	Name	Designation
1	Dr. Ashok K. Chauhan	Founder President

UNIVERSITY OFFICIALS

S. No.	Name	Designation
1	Dr. Atul Chauhan	Chancellor, AUUP, President RBEF
2	Prof. (Dr.) Balvinder Shukla	Vice Chancellor
3	Maj. Gen. K K Ohri	Pro Vice Chancellor (Amity Lucknow Campus)
4	Dr. N. Ramachandran	Pro Vice Chancellor (Amity Dubai Campus)
5	Rear Admiral R. C. Kochhar	OSD (HR & Admin)
6	Dr. Sunita Singh	Dean, Examination & Admissions
7	Prof.(Dr.) Alka Munjal	Dean (Student Academic <u>Affairs & Support System</u>
8	Dr. B. L. Arya	Registrar
9	Prof. (Dr.) Marshal Sahni	Dean Student Welfare
10	Brig VK Kashyap	Jt Controller of Examination
11	Mr. Sujit Prasad	Jt Controller of Examination
12	Dr. J. N. Kaul	Chief Proctor
13	Ms. Chhaya Chordia	Director Hostel Administration

LIST OF IMPORTANT PHONE NUMBERS

S. No.	Name	Landline No.
1.	Academic Office	4392952, 4392252
2.	Registrar"s Office	4392815
3.	Dean Students Welfare Office	4392202,
4	Dy Dean Students Welfare Office	4392269
5.	Chief Proctor Office	4392090
6	Amity Clinic	4392624
7.	Director Hostel Administration Office	4392743
8.	Sr. Director Administration Office	4392848
9.	Asst Director Security & Fire Safety Office	4392271
10.	Director Sports Office	4392878
11.	University Control Room (24 hrs.)	4392777

1. ACADEMICS AT AMITY UNIVERSITY UTTAR PRADESH

At Amity University Uttar Pradesh, academic excellence is the central focus of teaching and learning. The academic rigor and relevancy provide the students an advantage to grow into leaders in their chosen fields. Students can choose from more than 300 programmes in more than 60 disciplines. Conferences, Workshops and Seminars are conducted throughout the academic year, with active participation from the Industry and Academia.

The University looks to serve as a vibrant platform for scientists, researchers and academicians drawn from world-renowned scientific and research organizations.

The academic atmosphere of the University is encouraging, engaging, equitable and non-discriminatory. The Students, Faculty and Staff work as a community, as Amitian's, for the holistic development of each and every student. Behavioral Science, English/Business Communication and a Foreign Language are taught in every semester. Students are encouraged to participate in various co-curricular and extra-curricular National and International Competitions as well as in Military Training Camps.

Amity University Uttar Pradesh (AUUP) is at the forefront of cutting edge technology and scientific research. It has a strong R&D infrastructure and has numerous facilities and labs with modern state of the art equipments. Today, AUUP is the hub of scientific learning, innovation and high-end research.

1. Semester System

Amity University, as per Guidelines of UGC and other related regulatory bodies follows semester based system of study.

2. Outcome Based Education

At Amity, we follow an outcome based education system. The curriculum, pedagogy and assessment process are driven by the desired outcome. Outcome Based Education promises high level of learning for all students as it facilitates the achievement of the outcomes, characterized by its appropriateness to each learner's development level.

Outcome based education system is a systematic, evaluative process that is implemented to secure learning experiences that are congruent with original goals and objectives; thereby providing a basis for the effectiveness and continuous quality improvement of the programme of study. It focuses on the measurement of outcomes that have taken place based on strategies and actions implemented in the pursuit of achieving a pre-determined objective.

Each programme of Amity has well defined Programme Education Objectives (PEOs) and Programme Learning Outcomes (PLOs). The relationship of PEOs and PLOs are clearly indicated through the mapping of learning outcomes with the established Objective. Each outcome addresses some objective and achievement of outcome indicates the attainment of Objective. The assessment of each learning outcome is done annually to identify that the established learning objectives are achieved. The gaps identified after the analysis are addressed through the properly laid action plan.

The assessment of outcomes is both quantitative and qualitative and focuses on improving teaching by analyzing student learning outcomes. The appropriate direct and indirect tools are developed to measure the extent of learning. Each learning outcome is assessed by at least one direct and one indirect method.

The results of the annual assessments and other data are used to determine the effectiveness of the programme during the programme review process. It also ensures that outcomes achieved are consistent with the mission of institution, domain and University.

3. Uniform Course Coding:

In order to remove any overlapping of course curriculum at domain level and programme level (UG/PG/Doctoral). This means students will have same course curriculum for a specific course irrespective of a programme.

4. Course Review and Curriculum Development with focus on Student Learning Outcomes (SLOs) and their assessment:

- i. Onus of learning will be with the students as they will know beforehand what they are expected to learn from a course (SLO). Further, the student learning outcomes are also defined at programme level as Programme Learning Outcomes (PLOs). They will need to demonstrate the course specific learning. Therefore, a student is expected to demonstrate the expected learning outcomes on completion of a programme. This brings a greater onus of learning and self-development on a student, which will make the student to do additional self-study, projects, exercises and readings in addition to faculty teachings in the classrooms / labs.
- ii. All lab courses are a part of respective theory courses; hence credit units for a theory/lab depends upon the L-T-P and SW/FW structure proscribed in the course curriculum of a course. The final grade of the course is determined accordingly based on the marks obtained in theory and practical/lab/studio part of the course.

5. Model Framework for Programme Structure:

Depending upon type of degree, duration of programme, level of programme (regular degree programme/honours programme) Model Framework for Programme structures have been developed in-terms of course types, credit units at semester level and programme level. All programme structures are now as per the model framework for a specific type/category of a degree programme.

6. Choice Based Credit System

Pursuant to the recommendations of UGC and as part of major academic reform, AUUP has introduced 'Choice Based Credit System (CBCS) from academic year 2014-15. This ensures student centric contextual curriculum and achievement of desired student learning outcomes.

CBCS enables the students to satisfy their scholastic needs and aspirations as the system provides enhanced learning opportunities through interdisciplinary curriculum.

Salient Features of Choice Based Credit System (CBCS)

Choice Based Credit System (CBCS) offers a flexible system of learning. The system permits student to:

- i. Choose electives from a wide range of courses
- ii. Undergo additional courses and acquire more than required number of credits
- iii. Adopt an interdisciplinary approach in learning

- iv. Inter Institution/University transfer of Credits
- v. Complete a part of programme in the parent institute / department of the AUUP and get enrolled in another institution / department of AUUP for specialized courses/ OE / DE / OABC etc. Each student fills his own Academic Planning Worksheet – the students have a wide variety of courses (Open elective (OE) / Domain elective (DE) / Outdoor Activity Based Courses (OABC) and Specialization Elective (SE)) to choose from keeping their core area intact.
- vi. Enhance skill/employability by taking up project work, entrepreneurship and vocational training as OE / DE / SE / OABC.
- vii. Credit transfer of Collaborative Universities.
- viii. Choice in the timings / time slots in the selection of courses based on core courses.
- ix. Choice in the selection of number of courses per semester keeping in mind the core courses.
- x. Choice of preparing his / her own Time-table, programme structure and academic planning worksheet as per model framework of programme structure.
- xi. Balanced curriculum, (for e.g. engineering) say for engineering one can have good mix of engineering, science, humanities, management and other courses completely fulfilling engineering studies.
- xii. Ample opportunities to do inter-disciplinary courses.
- xiii. Softer options on slow learners by offering important / common courses, bridge course, Guided Self Study Courses (GSSC) as required.
- xiv. Opportunity of under graduate research experience.
- xv. Value addition with double Major / Minor option.

7. Multiple Language Options:

Opportunity to get to study multiple Language Courses and earn certificates. Eight languages (Sanskrit, Russian, Chinese, Arabic, Japanese, French, and German & Spanish) are being offered. For details refer guidelines on Choice Based credit system available on AMIZONE.

8. Academic Planning worksheet:

An academic Planning worksheet is available on AMIZONE for students based model framework, Programme structure, value addition courses, domain electives and open electives on offer during semester. A student is required to choose the courses from the offering and make their own academic plan. A student is required to take minimum prescribed courses. However, a student can choose 15 -20% more electives (from Specialisation electives, domain electives, open electives and OABC) on offer to make his/her own basket depending upon the time table so that there are no clashes.

9. Course Advisory Committee and Approval of Courses for Registration :

A Course Advisory Committee (CAC) for students has been constituted for each programme by the Head of Institution. Students who are re-registered for a semesters can choose the courses and time table and submit online as well as take the printout of same to their Course advisory committee at the schedule time slot and venue for advise, counselling and guidance to students for academic planning. It is the responsibility of the students to ensure that:

- i. they have chosen the requisite courses to meet minimum credit requirements for various types of courses for the semester,
- ii. they have chosen the elective courses for their basket in such a manner that there is not clash of time-table for courses chosen,
- iii. the CAC will examine the students choices and advise accordingly and their satisfaction will recommend to Hol for approval
- iv. Student will be registered for a courses only if the courses recommended by CAC and approved by the Hol for a specific time slot provided the seats are available and courses are in line with Academic Planning worksheet/programme structure.
- v. Students can change their courses within first week of their semester. Thereafter, no requests for course change will be entertained, as the attendance for the course will be considered from date of commencement of a course and not from the date of registration for a course. A student is required to have minimum 75% attendance in each course to be eligible to appear in end semester examinations.

10. Credit Hours and Credit Units

Class Contact Hour

50 minutes of contact class of instruction will be considered to be Class Contact Hour.

Credit Unit

This requires that an amount of work for each unit of credit course be institutionally established, represented in intended learning outcomes, and verified by evidence of student achievement.

Credit Hour

A credit hour is a unit of measure representing the equivalent of a Class Contact Hour (50 minutes) of instruction per week over the entire semester of minimum 16 weeks. Amity University follows the guideline set by UGC / AICTE & other relevant statutory bodies and such other guidelines which are widely applied by national and international Accrediting Bodies for determining the amount and level of credit to be awarded for courses, regardless of format or mode of course delivery.

Credit

Credit defines the quantum of content/syllabus prescribed for the course. It may be a unit prescribed for a course and is determined by the number of hours of instruction required per week. Thus, in each course credit will be assigned on the basis of the number of hours required per week for lectures/tutorials/lab work/field work/studio to complete the course in a single semester. The students acquire credits by passing courses every semester.

- i. **1 credit of lecture/tutorial (L/T)** = 50 minutes of direct teaching /tutorial in a week with minimum of 50x16 weeks =13 hours engagements in a semester of 16 weeks.
- ii. **1 credit of practical (P)** = 2x 50 minutes of lab/practical work /studio in a week with minimum of 26 hours engagements in a semester.
- iii. **1 credit of project/field work for Science, E&T subjects (NTCC)**= 3x50 minutes of engineering, technology and science project assignment/industry internship/field work in a week with

minimum of 40 hours engagements in a semester for science, engineering and technology programmes under NTCC.

- iv. **1 credit of field work for humanities and management subjects (NTCC)** = 4x50 minutes of project/field work/survey/internship in a week with minimum of 54 hours engagements in a semester for management and humanities and other programmes under NTCC.

For further details students are requested to consult their Head of Institution and peruse Regulation on Choice Based Credit System uploaded on Amizone.

Add-on Vocational Certificate/Diploma under CBCS

A candidate can opt to complete a minimum of 30 credits in excess to the expected 150 credits at Bachelor's degree in one major subject, which enables him/her to earn an Add-on Vocational Certificate or a Diploma in that subject together with the Bachelor's degree, as may be stipulated in the AUUP Regulations of Dual degree based on UGC Regulations.

A candidate can opt to complete a minimum of 15 credits in excess to the expected minimum prescribed credits at Master Degree level in concerned discipline of study to acquire proficiency in that subject to supplement the knowledge gained which enables him/her to earn an Add-on Certificate together with PG Degree.

The students may be allowed to pick up additional courses under On-line as MOOCs gaining popularity all over the world, under hybrid model, to be notified for the purpose.

Double Major

The specialization may be offered in various such as Major, Major - Minor, Dual Specialization, super specialization depending upon the combination of:

Core Courses + Professional electives, Area of summer Internship, area of major Project/dissertation etc. For Example, for an MBA degree, a student can specialize as under:

Specialization	Minimum CU of Major Electives	Minimum CU of Minor Electives	Dissertation	Summer Internship
Major/Minor	15	9	In area of Specialization only	In the area of Major Specialization
Dual Specialization	12	12	In any area of Specialization	In any area of Dual Specialization
Super Specialization	21	3	In area of Super Specialization	Specialization

The second major is to be decided by the Committee when there are at least 30 credits in excess with a minimum of 'A' grade.

11. Attendance

100% attendance is expected in each course however even with 75% attendance students are permitted to appear in the End-semester examination.

<u>Percentage of Attendance (%)</u>	<u>Marks</u>
➤ More than 95	5
➤ More than 90 and upto 95	4
➤ More than 85 and upto 90	3
➤ More than 80 and upto 85	2
➤ More than 75 and upto 80	1
➤ Upto 75	0

This is as per UGC norms. However, in any case where statutory norms are higher than UGC, they will prevail (BCI, RCI, CoA etc).

12. Evaluations & Examination

Evaluation of the students is done through continuous evaluation during the semester and through end semester examinations.

- | | | | |
|-----|---|---|-----|
| i. | Continuous Evaluation (CE) / Internal Assessment (IA) | - | 30% |
| ii. | Comprehensive VIVA / End Semester Examinations | - | 70% |

Components of IA/CE:-

Case Discussion / Presentation	Class Test(s)
Written Case Analysis	Quiz(es)
Home assignment(s)	Term Paper(s)
Lecture Summaries	Project/ Seminar/ Viva
Group Presentation	Attendance (5)

13. Non-Teaching Credit Courses (NTCC)

The academic philosophy of Amity University revolves around student centric learning, which takes into consideration their varied learning needs and significantly accelerates their retention of both knowledge and skills. It inspires and gives the chance to the student to operate, manage and monitor his/her own learning process under the supervision and the guidance of a faculty supervisor, so that h e/she could train himself to be independent and develop oneself to be a good professional.

Non-Teaching Credit Courses (NTCCs) have proved to be great tools to achieve the objectives of student centric learning. Following are attributes of Non-Teaching Credit Courses (NTCCs):

- NTCCs are part of Programme Structure and may be compulsory
- have credit units assigned to them
- not conducted as regular class lecture, lab practical or tutorial
- are self-exploratory / application oriented /field work oriented in nature
- are done under the supervision/guidance of faculty guide and/or external guide depending upon the place of course being undertaken
- conducted during the summer break or during the semester

- vii. allows students to pursue their area of interest to greater depth
- viii. help students to relate theory to actual practice in the industry
- ix. help students to be innovative, creative and through independent study

The courses are conducted either at institution, industry, other research labs or universities in India and abroad.

Registration for NTCC

- i. The students shall register on-line on AMIZONE for all NTCCs.
- ii. A student having genuine reason may be permitted for late registration on grounds such as ill health, student is on approved official duty and in case where institution arranged the internship, but awaits confirmation, provided the student did not opt for self-arrangement, initially.
- iii. The student shall be allowed to register late for NTCC at AUUP or approved external organisation with late registration charges as given below:

S. No.	From Date of Registration of Course (NTCC)	Late Registration Fine*
1	Upto 10 days after the date of registration for course	Rs 500/-
2	From 11th day to 15th day of the date of registration	Rs1000/-
3	From 16th day to 20th day of registration, provided student meets the requirement of minimum duration of the course	Rs 2000/-
4	From 21st day to 30th day of registration, provided student meets the requirement of minimum duration of the course	Rs 5000/-

- iv. The students who have not registered for the NTCC as per regulations shall be treated as failed in the course.
- v. Further, student shall not be promoted to next year especially if he/she has failed in fieldwork / or industry internship etc.
- vi. For a 8 week NTCC the credit units are computed as follows- $40 \text{ days} \times 8 \text{ hrs per day} / 6 \text{ hrs} = 5.3 \text{ credit units}$ (i.e. 5 to 6 credit Units)
- vii. To earn 9 credit units for a NTCC, a student must put in self efforts:
 - $9 \text{ credits} \times 55 \text{ to } 60 \text{ hrs / per credit} = 495 \text{ to } 540 \text{ hrs}$
 - No. of days required in Full-time mode : $495 \text{ hrs} / 8 \text{ hrs per day} = 62 \text{ days} = 2 \text{ months}$
 - No. of Days required in part-time mode : $495 \text{ days} / 3 \text{ hrs per day} = 165 \text{ days} = 5 \text{ to } 6 \text{ months}$

Allocation of Faculty Guide

- i. Each student shall be assigned a faculty guide for the NTCC well in advance in a formal manner, depending on the number of students per faculty member, the available specialization among the faculty guides, by Institution NTCC Committee.
- ii. The allotment / allocation of faculty guide shall not be left to the individual student or teacher.

- iii. In case a student is undertaking NTCC outside in an industry or research lab or other university, the students shall have two guides – a faculty guide from the institution and an external guide from the concerned organisation. In such cases of joint guidance, the main guide shall be the faculty guide.
- iv. The external guide shall be provided with brief guidelines for performance monitoring and assessment of the student of NTCC.

Plagiarism

The NTCC report must be written in students own words. However, if required to cite the words of others, all the debts (for words, data, arguments and ideas) have to be appropriately acknowledged.

It is mandatory that each project report shall be checked for plagiarism through Turnitin or similar software before submission. The content which is based on existing published work must come from properly quoted material and from the references cited section. After checking the accuracy of the citations and references of such content the plagiarism report should not return similarity index of more than 15% in any circumstance. However, if the matching text is one continuous block, the index of 15% could still be considered plagiarism. Any report with higher than this percentage matching must be explained by the student. The details of copy rights, professional ethics are given in Plagiarism Prevention Policy of the University.

Submission of Final Report

- i. The student shall write the project report / dissertation and submit the final report as per instructions given in Guidelines.
- ii. Following shall be submitted along with final report,:
 - WPR
 - NTCC Dairy
 - Plagiarism Report
- iii. A student shall be eligible to submit his/her report and final assessment provided he/she meets following conditions:
 - Did Online Registration on Amizone for the NTCC course.
 - Topic, Synopsis and Project Plan are approved by the faculty guide.
 - Atleast 90 % of WPRs were submitted
 - Atleast 80% of the WPRs were satisfactory
 - Under special circumstances, Vice Chancellor may condone upto 5% of eligibility criteria for submission of report.
 - Similarity index not more than 15 % as per Plagiarism Prevention Policy

Students not meeting the eligibility criteria as above

The students who are not eligible to submit the report shall re-submit the report as per the under mentioned norms. Such cases will be examined by the NTCC Review committee for special consideration by the honorable Vice Chancellor.

Parameter	Action
Online Registration for the NTCC course not done	Re-do the NTCC
Has not taken the approval of the Topic, Synopsis and Project Plan by the faculty guide	Re-do the NTCC
< 90 % of WPRs were submitted	Penalty in Continuous Internal Assessment marks as under: 80 - 89% = 10 marks deducted 75 - < 80% = 12 marks deducted 70 - < 75% = to be permitted by Vice

	Chancellor on recommendations of NTCC Review Committee with cap of B+ in grading or deduction of 15 marks from Continuous Internal Assessment. < 70 % = Re-do the NTCC
< 80% of the WPRs were satisfactory	<80-75% = 10 marks to be deducted <75-70% = to be permitted by Vice Chancellor on recommendations of a committee with cap of B+ in grading or deduction of 15 marks from Continuous Internal Assessment.
Similarity index more than 15 % as per Plagiarism Prevention Policy.	If in plagiarism report the similarity index is >15%, the student is required to re-write the report/thesis provided meets all the other criteria.
<p>Important: The students not meeting the eligibility criteria, shall be required to provide detailed justification for special consideration by the NTCC Review Committee.</p> <p>The students re-submitting the thesis due to plagiarism shall be eligible for the grade earned by him provided he/she has submitted same atleast 10 days prior to the final assessment of the batch. If the student fails to submit the revised thesis in the prescribed time he / she shall not be awarded more than B+ grade.</p> <p>The students who shall re-do the NTCC shall be awarded grade not more than B+.</p>	

AUUP CODE OF CONDUCT FOR STUDENTS

1.0 Objective

The objective of AUUP Student Code of Conduct is to facilitate a disciplined, healthy, congenial atmosphere for peaceful stay and study. All students, including hostel residents, are required to maintain standards of behavior expected of AUUP students both inside and outside the campus. As Amitians, they are expected to consider each other as part of a family and be friendly and courteous to each other.

2.0 Introduction

Student discipline is an important aspect of University life. It plays an important part in providing a conducive learning environment for all.

The AUUP disciplinary regulation and guidelines are intended to ensure that the students of Amity University, Uttar Pradesh learn and adopt the values and ethics engrained in the Amity University education system whereby the students are expected to follow the code of conduct and ethics statement in order to maintain perfect ambience in the campus, radiating spirit of "AMITIAN" in their attitude, demeanor and approach to life and studies.

Reviewed regularly, AUUP disciplinary regulation and guidelines have a balanced approach, recognizing student achievement and dealing with unacceptable behaviour. They are based on developing students as responsible citizens and creating good conditions for effective teaching and learning.

Non-conformance to conduct and ethics statement may lead to disciplinary actions pursuant to these Guidelines. The students are advised to strictly follow discipline in the campus during their academic pursuit and student life in the hostels, for their smooth and healthy progression and professional development.

Ethics and Code of Conduct:

The aim of education is the intellectual, professional, personal and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness, and respect for the rights of all individuals. Self-discipline is necessary for the fulfilment of such goals. The Students' **Ethics** is insisted to promote this environment in the university, not limiting to areas stated herein below:

- Respect for self
- Respect for others
- Respect for University Property
- Respect for University Authority
- Honesty, Professional and Academic Integrity, Demeanour

Code of Conduct:

Students are expected to respect and observe these guidelines of the University.

Students should conduct themselves in an orderly manner in their academic and recreational activities while they attend the University, engage in any University activity in hostels, university campus and/or outside the campus during their visits for training, excursion, sports, and project work etc.

Students should respect the rights and privacy of other members of the University at all times.

Students pursuing programs leading to a professional qualification are also required to conduct themselves in a manner appropriate to that profession. Amity University is dedicated to the following goals while promoting ethics and code of conduct amongst its students:

- Fostering professional excellence.
- Promoting a life of values and ethics.

- Creating responsible and informed leaders and professionals.
- Inculcating a spirit of dedication to the service of others and towards nation building.

These goals can only be achieved in a campus environment wherein the students feel safe, secured, engaged, challenged and appreciated. This environment is created by the active contributions of every member of the Amity family, be it a student, faculty, support staffs or others associated with University. The campus ethos demands integrity and compassion to promote a culture of learning, appreciation and understanding.

The faculty, administrators, staff and students of Amity University, all have the responsibility to take care of the intellectual, social, emotional, psychological and other resources of University that we proudly share.

When students choose to accept admission to Amity University, they accept to follow the norms of University, be it Ethics, Code of Conduct, Rules and Regulations and the Guidelines as may be notified from time to time. As members of Amity University, the students are expected to uphold its values by maintaining a high standard of conduct.

The student disciplinary regulations and guidelines will be used, to address violations of the Ethics and Code of Conduct, provided that such violation or act of indiscipline warrants actions against the erring students.

Reviewed regularly, AUUP disciplinary regulation and guidelines have a balanced approach, recognizing student achievement and dealing with unacceptable behaviour. They are based on developing students as responsible citizens and creating good conditions for effective teaching and learning.

Non-conformance to conduct and ethics statement may lead to disciplinary actions pursuant to these Guidelines. The students are advised to strictly follow discipline in the campus during their academic pursuit and student life in the hostels, for their smooth and healthy progression and professional development.

- 2.1 The Student Code of Conduct specified in this guideline is to be followed by all AUUP students including hostel residents.
- 2.2 All sections/instructions covered under AUUP Regulation 4, 'Disciplinary Control of Students' will also be applicable to all students.
- 2.3 All sections/instructions covered under AUUP Regulations R-6 'Hostel Accommodation' will also be applicable to the hostel residents.

3.0 AUUP Student Code of Conduct

- 3.1 All students are required to wear their valid Identity Cards issued to them by AUUP around their neck. Students without ID card may be denied entry to the campus/hostel;
- 3.2 Students are duty bound to report to the Ho/ Chief Proctor/DSW /Director Hostel/Warden/Asst. Warden in case they notice any unwanted or undesirable activity or violation of code of conduct in the campus or in the hostel;
- 3.3 Ragging is a criminal and non-bailable offence. Ragging or abetment to ragging in any form is totally banned within the premises of the University, its Hostels/Departments/ Institutions/ Schools/ Colleges/Constituent Units/Centres/Campus grounds and any part of Amity University system as well as on public transport system.. Any violation will be dealt with as per the regulations/directives/guidelines in this context –
 - (a) Supreme Court Guidelines
 - (b) The Uttar Pradesh Prohibition of Ragging in Educational Institutions Act, 2010
 - (c) UGC Regulations, 2009
 - (d) AUUP Regulations on Ragging

All students, including hostellers, are required to sign an Anti-Ragging Undertaking. The students are required to study the AUUP Anti-Ragging Booklet available on Amizone;

3.4 AUUP students are advised not to indulge in any of the undermentioned violations and violations/offences described in AUUP Regulation 4. Hostel residents in addition, are advised not to indulge in any violations/offences described in AUUP Regulation 6. Anyone found doing so will be liable for punishment, including expulsion from University &/or hostel, withdrawal of privileges like scholarships, appearing for campus placement, etc.

3.4.1 Gross misconduct, involving any act of intimidation, brawl/fight or violence or drunken or riotous behaviour, including behaving in rowdy, intemperate or disorderly manner or encouraging or inciting any other person to do so;

3.4.2 Dishonesty, whether by act of omission, including but not limited to cheating, plagiarism, knowingly furnishing false information to AUUP, and forgery or alteration;

3.4.3 Screening of pirated / unauthorized /unlicensed movies in their computers &/or common rooms;

3.4.4 Possession &/or consumption of Cigarettes, Hookah, other smoking devices, alcoholic drinks, narcotic drugs or encouraging or inciting any other person to do so;

3.4.5 Possession &/or consumption of Chewing tobacco, paan, gutka, etc, or encouraging or inciting any other person to do so;

3.4.6 Destruction/Damage/Defacement of University property, including records or the property of others;

3.4.7 Misbehaviour, rude, unmannerly, impolite acts/use of abusive or offensive language, verbal or written/email/ on social networking sites, gestures, remarks or inciting others to do so (including discriminatory on grounds of religion, caste, creed, language, place of origin, gender, social or cultural background) etc.;

3.4.8 Public display, individually or in congregation, for religious activities or religious preaching within the campus or being absent from classes for religious rituals as individual/group;

3.4.9 Any form of Public Display of Affection (PDA) or wearing promiscuous attire in the campus/hostel;

3.4.10 Violation of administrative rules or regulations where safety to self/other personnel or property is endangered;

3.4.11 Employing unauthorized persons for any personal work in the hostel premises/University campus;

3.4.12 Hosting/harboring an outsider/offender in the campus &/or in hostel;

3.4.13 Hosting/harboring a day scholar in the hostel;

3.4.14 Indulging in any undesirable activities;

3.4.15 Physical assault on any student/staff/faculty/guest;

3.4.16 Keeping firearms/weapons of any kind anywhere in AUUP campus & /or in hostel premises;

3.4.17 Theft of property, including AUUP's or other students/staff/faculty;

3.4.18 Participating in anti-national/anti-social activities or in activities against the interest of AUUP or in activities which also involves discrimination against the fellow hostellers on grounds of caste, creed, religion, place of origin, social or cultural background or encouraging or inciting any other person to do so in or outside the Campus/Hostel;

3.4.19 Unauthorized presence in a hostel/room is not permitted;

3.4.20 Unauthorized Parties of all kinds, including 'Birthday Parties' in the Campus/Hostel rooms (Students/Hostel residents can ask for advance permission from Hol/Director Hostel to celebrate a personal party in a common area);

3.4.21 Violation of Hostel Timings;

a) Hostel Residents are not permitted to leave the campus any

time of the day without permission and out-pass. However, if they go to another Amity campus for classes they must return to home campus before 7 p.m.

b) Hostel Residents must follow the prescribed hostel timings.

3.4.22 Unauthorized absence from the Campus/Hostel;

a) Hostel residents who wish to go out of the Campus in the weekends/Amity Holidays may procure a day out-pass. Application for the same is to be given to the Hostel Warden, minimum 24 hours in advance, before issue time of outpass, 9am to 11am. The day out-pass will be issued by the wardens from 9am to 11am, for maximum period from 10a.m. to 8 p.m.

b) Hostel residents who are required to go out of the Campus to complete an assignment/project/training are required to get an authorization from their Head of Institution &/or parent/s. Application for the same is to be given to the Hostel Warden, minimum 24 hours in advance, before issue time of outpass, 9am to 11am.. The day out-pass will be issued by the wardens from 9am to 11am, for maximum period from 10a.m. to 8 p.m.

c) For leave of absence from the Hostel during night or for longer period, residents are required to get an authorization from their parent/s (as per performa 'Parents Authorization'). Application for the same is to be given to the Hostel Warden, minimum 24 hours in advance, before issue time of outpass, 9am to 11am. Out-pass will be issued by the wardens from 9am to 11am. Girl hostel residents are allowed to leave hostel on Night/long out-passes only if accompanied by parents or a person/ local guardian authorized by the parents.

d) Any misrepresentation done and or any wrong information given by the hostel residents for procuring the out-pass, including getting the attendance marked by proxy and marking of proxy attendance for an absentee hosteller by another hosteller, will be considered as indiscipline and will be liable for punishment, including expulsion from hostel &/or University, withdrawal of privileges like appearing for campus placement, etc.

2. CONDUCT OF EXAMINATIONS AND SCHEME OF EVALUATION

2.1 ATTENDANCE

- a) Students are expected to have 100% attendance.
- b) Every teaching faculty handling a class will take attendance till the last day of the class. The percentage of attendance upto this day will be calculated and forwarded to Examination Department by the Hol for issue of Examination Admit Cards.
- c) If a student is continuously absent for a period of one Week without permission, a notice will be sent to the student and to his parents / guardian with intimation to Registrar.
- d) If a student remains absent continuously for 30 days without permission, his/her name will be struck off. Such a student may apply for re-admission. The Hol will examine his/her performance in all semesters and back log of courses and forward recommendations to Vice Chancellor's office to decide as to whether he/she should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations. The attendance will be calculated from the commencement date of the semester and not from the date of re- admission.
- e) Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of Hol/ HoD is mandatory.
- f) A student whose attendance is less than 75%, whatever may be the reason for shortfall, will not be permitted to appear in the End Semester Examination (ESE).
- g) Under extreme special circumstances, Vice Chancellor may condone attendance up to 5% below 75% on the recommendation of Hol.

2.2 MAKE-UP OF DEFICIENCY IN ATTENDANCE

- a) Each Department/Constituent Unit of the University will prescribe "Guided Self Study Course" for the course units in which the students failed or are detained due to shortage of attendance in a semester and arrange counseling sessions for the students on weekends and holidays in the relevant odd or even semesters (in next academic session).
- b) The students who are detained due to shortage of attendance in any course of a semester shall register with their Department/Constituent Unit for guided self study course in the beginning of next semester/trimester/year scheduled for next batch of students. They will be required to pay a fee per course as prescribed by the University.
- c) Such students are required to attend contact classes as and when scheduled by the Department/Constituent Unit on weekends / holidays in the relevant semester to complete the course curriculum / syllabus for the course designed by the Department/Constituent Unit. Minimum of 75% attendance in GSSC contact classes and satisfactory report from GSSC faculty is essential.

- d) The course faculty shall also prescribe term papers / home assignments which the students will submit to their faculty course-wise within the due dates to ensure proper preparation by the student.
- e) The regularity in attending the classes and prompt submission of assignments by due date will determine whether a debarred or detained student is permitted to take the re-examination or not. The schedule for regular collection and submission of term paper/ home assignments will be announced by the Department/ Constituent Unit/ course faculty.
- f) Only those students who register for Guided Self Study Course (GSSC) and complete the requirements as prescribed by the Department/Constituent Units will be permitted to take the examination in the respective course when the examinations of such Course Units are conducted in normal schedule along with the next batch of students. The scheme of re-examination will be announced by the University on receipt of report from the Department/Constituent Unit.
- g) The student will be permitted to appear in examination on satisfactory performance in GSSC.

2.3 MINIMUM & MAXIMUM DURATION OF ACADEMIC PROGRAMMES

- a) The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies
- b) The maximum permissible period for completing a programme upto two academic years shall be $n+1$ year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be $n+2$ academic years (four semesters), where "n" represents the minimum duration of the programme.
- c) On request from the student and recommendation of Hol/Dean, Vice Chancellor may grant extension of one more year(1) i.e. $n+1+(1)$ for 2 years course and $n+2+(1)$ for 3 years and above course for completion of programme and to become eligible for award of degree on payment of 25% of the Academic fee of year/semester (as applicable) + Rs.15,000/- re-admission fee + Examination fee for each course (as applicable) to qualify for degree.

2.4 GRADING SYSTEM

- a) The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per Table - A

TABLE - A

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Above Average	6
B-	Average	5
C+	Satisfactory	4
C	Border Line	3
F	Fail	0
IC	Incomplete	0
(F) DE	Debarred	0
AB	Absent	0
U	Unsuccessful	-
S	Successful	-

b) Conversion of numerical marks into letter grades.

- In order to arrive at the letter grades based on relative performance, the total marks in a particular course for all the students in the class of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). The performance of the class shall be analysed in terms of average, highest and the lowest marks and dividing lines between the clusters of students. Gaps and dips between the clusters and the nature of the clusters will guide in drawing the dividing lines between the Grades. B and B- bands usually indicate the average mark.
- If the marks obtained by a student of a class of more than 30 students are close to normal distribution curve, the marks awarded to a student in a Course Unit shall be transformed into a normal distribution curve by using Statistical Method in accordance with Table B to ensure the uniformity in spread of scores regardless of the nature of curricular areas.

TABLE – B

Lower Range of Marks	Grade	Upper Range of Marks
	A+	$> \bar{x} + 1.5 \sigma$
$\bar{x} + 1.0 \sigma <$	A	$\bar{x} + 1.5 \sigma$
$\bar{x} + 0.5 \sigma <$	A-	$\bar{x} + 1.0 \sigma$
$\bar{x} <$	B+	$\bar{x} + 0.5 \sigma$
$\bar{x} - 0.5 \sigma <$	B	\bar{x}
$\bar{x} - 1.0 \sigma <$	B-	$\bar{x} - 0.5 \sigma$
$\bar{x} - 1.5 \sigma <$	C+	$\bar{x} - 1.0 \sigma$
$\bar{x} - 2.0 \sigma <$	C	$\bar{x} - 1.5 \sigma$
	F	$\bar{x} - 2.0 \sigma$

The mean (\bar{x}) and the standard deviation (σ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per table 'B'

- In a class of students upto 30, the minimum cut off for various grades shall be

assessed as given in Table C.

TABLE - C

Grade	Qualitative Value of Grade	Minimum Percentage of marks for letter Grade for PG Programmes.	Minimum Percentage of marks for letter Grade for UG Programmes.
A+	Outstanding	80	80
A	Excellent	75	70
A-	Very Good	68	65
B+	Good	60	55
B	Above Average	52	50
B-	Average	45	45
C+	Satisfactory	40	35
C	Border Line	35	30
F	Fail	Less than 35	Less than 30

(iv) In the case of non-credit and Audit Courses which are not reckoned for assessment of SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average), the students shall be awarded “S” Grade for satisfactory performance and “U” Grade for unsatisfactory performance.

- (c) The Semester performance of a student will be indicated as “Semester Grade Point Average (SGPA). The SGPA will be weighted average of Grade Points of all letter grades received by a student for all the Course units in the semester. The formula for Computing SGPA is given below:

$$SGPA = \frac{U_1 G_1 + U_2 G_2 + U_3 G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

Where U₁, U₂, U₃ denote credits associated with courses taken by the Student and G₁, G₂, G₃ are the Grade Points of the letter grades awarded in the respective Course. An example of these calculations is given below:

I Semester

Course Code	Associated Credits	Grade Awarded	Credits earned	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL101	5	C(+)	5	4	20
MAL102	4	B+	4	7	28
MAL103	4	A	4	9	36
MAL104	3	B	3	6	18
MAL105	4	F	0	0	00
MAL106	4	B(-)	4	5	20
Total	24		20		122

Total associated credits in the semester (total of column 2) = 24

Earned credits in the semester (total of column 4) = 20

Points secured in the semester (total of column 6)= 122

$$SGPA = \frac{\text{Points secured in the Semester - I } 122}{\text{Total Associated Credits in Semester - I } 24} = 5.08$$

CGPA is not applicable in first semester

II Semester

Course Code	Associated Credits	Grade Awarded	Credits earned	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL201	5	A(+)	5	10	50
MAL202	5	B(+)	5	7	35
MAL203	5	C(+)	5	4	20
MAL204	4	A	4	9	36
MAL205	4	B	4	6	24
MAL206	5	B(-)	5	5	25
MAL207	3	F	0	0	00
Total	31		28		190

Total Associated Credits in the semester (total of column 2) = 31

Earned Credits in the semester (total of column 4) = 28

Cumulative associated credits (in previous semester 24 and current semester 31) = 55.

Points Secured in II semester (total of column 6) = 190

Cumulative points secured (total of points secured in 1st semester 122 and in II semester 190) =312

$$\text{SGPA} = \frac{\text{Points secured in II Semester}}{\text{Total Associated Credits in Semester - II}} = \frac{190}{31} = 6.13$$

$$\text{CGPA} = \frac{\text{Cumulative points secured in all passed course in I \& II Sem}}{\text{Cumulative Associated Credit Units in I \& II semesters}} = \frac{312}{55} = 5.67$$

- (d) In the case of Annual system of evaluation of students performance, Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.
- (e) The final year Grade Card will indicate Cumulative Grade Point Average (CGPA) and shall be calculated as Para 2.4(c) and shall be based only on Grade Points obtained in courses for which units have been earned.
- (f) Software made to suit the requirement of AUUP Grading system prepares the Histogram and awards Grade to each course independently based on the above Guidelines given in Para 2.4(a) and 2.4(b) using statistical formula and taking care of all outlines.
- (g) An approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.
- (h) The successful students shall be placed in Divisions as below:

CGPA

8.5 and above

6.5 but less than 8.5

5.0 but less than 6.5 for UG programmes

6.0 but less than 6.5 for PG programmes

EQUIVALENT DIVISION

First class with Distinction

First Division

Second Division

Second Division

2.5 PASSING CRITERIA

A student has to fulfill the following conditions to pass any academic programme of the University:

- a) A student who has earned minimum number of credits prescribed for the concerned programme as per the Course Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:

	Minimum C.U (Average per semester)	Maximum C.U (Average per semester)
(i) Under Graduate Programmes	25	30
(ii) Post Graduate Programmes	30	35
(iii) Integrated Programmes	30	35

The minimum Credit Units prescribed for a programme shall not include the Credit for Value Addition Courses (VAC)/ Basket courses(BC). However, Passing Credit Earned in VAC/BC is mandatory.

b) Internal Assessment Evaluation

- A student is required to secure minimum 30% marks to pass in End Semester Examination and minimum aggregate marks of 35% in UG and 40% in PG Courses to be considered 'PASS' in each course unit.
- The internal assessment will be completed within the semester and the result will be forwarded to Examination Branch latest by three days prior to the last day of class. Students who have missed the IAE/assignments/tests will be awarded '0' marks.
- There will be no provision for re-appearing in any component of Internal Assessment in subsequent semesters. Hols may conduct make up tests, if required, due to valid reasons, within the same semester.**

The students who are unable to score passing SGPA & CGPA for award of degree/diploma by AUUP because of having obtained minimum of 5 marks in the Internal assessment in any course/courses shall be eligible to repeat the internal assessment of the relevant course/courses in the following cases:

- Extended period (n+1) or (n+2) or beyond as the case may be*
- Year Back*

to make up the deficiency in/of SGPA/CGPA to be eligible for award of degree.

Such students shall be required to pay readmission fee of Rs.15 000/- along with 25% academic fee of the current academic year/ semester (as applicable) and back paper fee for each course. These students shall be required to attend the classes for continuous internal assessment and obtain minimum 75% attendance in the course concerned.

iv) In Internal Assessment, five marks are allotted to attendance as under:-

Percentage of Attendance	(%)	Marks
More than	95	5
More than 90 and upto	95	4
More than 85 and upto	90	3
More than 80 and upto	85	2
More than 75 and upto	80	1
Upto	75	0

- c) Students of both UG and PG programmes should also pass in each semester separately by securing a minimum Semester Grade Point Average (SGPA) of 4.5 for UG and 5.0 for PG on a 10 point scale.
- d) A student who has reappeared/repeated the examination of course unit(s), the best of the two scores obtained shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree.

The student must pass in Summer Training / Internship, Project, Dissertation (wherever prescribed), by securing at least C+ Grade.

2.6 PROMOTION TO NEXT SEMESTER/YEAR

Promotion will be considered at the end of each academic year.

- a) A student will be eligible for promotion from 1st year to 2nd year, 2nd year to 3rd year and so on provided he has minimum SGPA and CGPA as under:

	UG Programme	PG Programme	Integrated/Dual Degree Programme (UG+PG)
SGPA (First 3 Yrs)	3.5	4.5	4.0
SGPA (After 3 Yrs)	3.5	4.5	4.5
CGPA	4.5	5.0	5.0

- b) Promotion from 1st year to 2nd year: – If a student does not fulfill the above criteria may be promoted to 2nd year on the recommendation of Hol and he/she will be placed on “Academic Probation” provided he/ she has cleared at least 60% of number of Courses /Credit units.
- c) Promotion from 2nd year to 3rd year and subsequent years:-
- A student will be promoted from second year to third year only if he / she has secured the passing criteria of SGPA and CGPA in both semesters of the first year i.e. qualified in first year and minimum SGPA and CGPA of Promotion Criteria in the second year.
 - Similarly, he/she will be promoted from third year to fourth year if he/she has secured qualifying minimum SGPA and CGPA (passing criteria) for the previous semesters up to second year and minimum SGPA and CGPA of promotion criteria in the third year.
 - Promotions to subsequent years will also be based on the same criteria as above.

- d) Student who is promoted to next year by meeting the promotion criteria as given in para 2.6 a) above but is not meeting qualifying criteria (passing criteria) for award of degree, will be placed on Academic Probation for one year to improve his/her SGPA/CGPA.
- e) A student who is not eligible for promotion will have the option to either Repeat the Year / take an Academic Break/Repeat a Semester or Withdraw from the programme for

which he/ she will apply to the Hol. Hol will forward the undertaking / request of students to CoE, who will examine each case and forward to Vice Chancellor. The decision will be taken by Vice Chancellor based on the performance of the student and recommendations of Hol.

2.7 ACADEMIC PROBATION

If a student fails to secure passing/qualifying SGPA & CGPA in any semester/ term, and has scored only the grade of Promotion Criteria shall automatically be on Academic Probation and shall undergo counselling sessions with the faculty assigned to him. The concerned faculty shall monitor his performance and shall submit a report on his performance to the HOD/Hol.

a) Promotion with Academic Probation (PAP)

- (i) Students who fail to clear Promotion Criteria as given in Para 2.6 a) above but are promoted to next Academic Year (cases as given in Para 2.6 b) & c) or not meeting qualifying criteria as given in Para 2.5 c) above for award of Degree will be placed on Academic Probation for one year.
- (ii) The student who does not clear the Passing Criteria at the end of the Academic Probation will not be eligible for promotion to the subsequent years. He/She will have the option as given in Para 2.6 (e) above i.e. either to Repeat the Year or Withdraw from the Programme.

b) Promotion with Academic Warning (PAW)

Students who fail to get promoted under PAP as given in Para 2.7(a) above may be promoted to next Academic year under following conditions:-

- (i) if a student meets passing/promotion SGPA & CGPA criteria but has back papers in any of previous semesters
- (ii) if the student has scored Passing Criteria of SGPA in all semesters except one, in which he/she has Promotion Criteria of SGPA of previous year(s) and also has Promotion Criteria of SGPA & CGPA in current year.
- c) All students who are promoted to next year under PAP/PAW category will be required to sign an Undertaking stating that they are under Academic Probation/ Warning and will be required to score minimum passing/promotion SGPA & CGPA criteria as required at the end of Academic Probation/ Warning Period.

2.8 ACADEMIC BREAK

- a) Students who apply for Academic Break and the case is recommended by the Head of Institutions for justifiable reasons to be recorded, can be granted Academic Break of one year to the students of two years course and two Academic Breaks of one year each to students of three years and above course, if approved by the Vice Chancellor, under the following circumstances:
 - (i) The student has been continuously ill.
 - (ii) Career advancement
 - (iii) Justified personal reasons.
- b) However, the total period to qualify the course will not exceed the prescribed $n+1$ year for upto two years course and $n+2$ years for three years and above courses.
- c) The student who is granted Academic Break shall be required to pay Examination Fee and fee for Guided Self Study Course (GSSC) of those papers in which he/she is reappearing and will reappear as Ex-Student.

The student will be required to pay the prescribed Re-admission fee and the prevailing Academic fee.

Students who Repeat the year will be required to pay the prescribed Academic Fee of the Year.

2.9 RE-APPEARING

- a) A student who has fulfilled the attendance requirements and is eligible to appear in an Examination, fails to appear in the examination shall be required to subsequently appear in the examination when scheduled for next batch of students on payment of prescribed fee.
- b) A student who has not fulfilled the minimum attendance requirement in any Course Unit(s) shall not be allowed to appear in the end term Examination of that Course Unit but shall be allowed to subsequently appear in the examination when scheduled for the next batch of students, on payment of prescribed examination fee and fulfillment of such eligibility conditions as prescribed in the Regulations.
- c) Guided Self Study Course (GSSC)
 - i) All students having back paper/ improvement paper are required to register themselves for GSSC along with re-registration for the semester
 - ii) GSSC fee and back paper fee / improvement fee is required to be paid along with registration fee of the respective semester in one paybill.
 - iii) Institution will forward the list of students who have registered for GSSC to CoE with in one week after the last day of registration.
 - iv) Institution will nominate the faculty for GSSC and forward the names to Dean – SAA&SS office with the list of students registered for GSSC.
 - v) Institution will compile the progress report of students and forward to CoE alongwith the fee receipt before the commencement of the End Semester Examination.

- vi) Any assignment/evaluation of GSSC will not be considered for award of marks for continuous Internal Assessment.
 - vii) Student will be required to fill up the names of back courses on Exam Admit Card on Amizone.
 - viii) No Student will be permitted to appear for back paper(s) in the end term examinations without registering for GSSC and getting satisfactory report from allotted faculty.
- d) A student who has failed to secure minimum C+ Grade (Grade Point 4) in a course unit shall be eligible to re-appear / repeat the examination of such course units with a view to secure minimum qualifying/passing score.
 - e) A student, who has failed to secure the required qualifying/passing SGPA i.e. 4.5 for UG and 5.0 for PG Courses shall, in order to secure a passing SGPA, apart from fulfilling the requirements of Para 2.6 above, has the option to reappear in the end term examinations also of the Course Units of the concerned semester in which he/she desires to improve his/her performance, when these examinations are held on normal schedule in next academic session.
 - f) Students who have passed all courses (Minimum C+ Grade) but not meeting Promotion/Passing SGPA criteria i.e. 4.5 for UG and 5.0 for PG/Integrated/Dual Degree programmes may be permitted to appear in Supplementary Examination with a view to improve grade and score Passing/Promotion SGPA of the respective semesters.
 - g) A student who has scored C+ in all the courses and required SGPA & CGPA or already awarded a Degree/Diploma by the AUUP shall not be eligible to re-appear /repeat course unit examinations with a view to improve the over-all CGPA.
 - h) A student who has to reappear/repeat in an end term examination in terms of provisions made above shall be examined as per the syllabus in the Scheme of Teaching & Examination and syllabus applicable at the time of joining the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course(s), and the HOD/HoI of the concerned Department/Institution so certifies, the examination may be held in accordance with the revised syllabus.
 - i) Students who are eligible to re-appear in an examination, or are repeating the course(s) shall have to apply to the Controller of Examinations to be allowed to reappear in an examination or to repeat the course(s), and pay the fees prescribed by the University.
 - j) The Departments/Constituent Units may, at their discretion, arrange for additional teaching in the form of GSSC for students repeating the examination of course(s) during the breaks. The modus operandi of such instructions shall be as notified by the Department/Constituent Unit. Extra fee shall be charged from such students for attending GSSC.

In all cases of re-appearing, the marks obtained by the students who have re-appeared will be converted to the appropriate letter grade not exceeding B+.

2.10 IMPROVEMENT OF SCORE

Students who fail to qualify during normal period of programme may reappear in end term examinations of the course units of the concerned term in which he/she desires to improve his/her performance, when these examinations are held on normal schedule in next academic session to

- (a) Secure minimum C+ grade (Grade Point 4) in a failed course unit.
- (b) Improve SGPA for a semester if not meeting minimum SGPA criteria.
- (c) Improve CGPA if not scored minimum qualifying CGPA for the programme.

Student who have scored C+ in all the courses and required SGPA /CGPA shall not be eligible to re-appear in course unit examination with a view to improve SGPA or overall CGPA.

Improvement in the score of courses completed by a student prior to his lateral entry in the University shall not be allowed.

2.11 SUPPLEMENTARY EXAMINATIONS

- a) For the final year & pre-final students, supplementary examinations for those who have not secured passing grades, or were debarred/detained from appearing in any examination and they made up the deficiency in attendance as per provisions of these Regulations, will normally be held within thirty days after the declaration of results of the final Semester Examinations. For this purpose, the students of one year courses shall be deemed as final year students.
- b) A student who fails to appear or qualify in Supplementary Examinations shall reappear in the examinations when scheduled for the next batch of students within the time span prescribed for the programme.
- c) A student wishing to appear/reappear in the Supplementary Examination shall apply to the HoD / Hol on line in the prescribed form within fifteen days of the date of declaration of result or date announced by Exam Department along with prescribed Examination Fee.
- d) The eligibility of a student for appearing in the Supplementary Examination shall be verified by the HoD/Hol and a list of eligible students containing the details of Course Units in which the students are recommended for appearing in the supplementary examination shall be forwarded to the Controller of Examinations within one week along with prescribed fee payment receipts, after the last date for submission of examination forms.
- e) Better of two scores obtained after Supplementary Examination in repeat course unit(s) shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree/diploma.
- f) Pre-final year students appearing in Supplementary Examination may be promoted to next semester under Provisionally Promoted category. They will be required to sign an Undertaking stating that if the student after result of Supplementary examination fail to score minimum passing/promotion criteria to become eligible for promotion to next semester/year, he/she will either Repeat the Year or take Academic Break or Withdraw from the Programme. However, students with '0' SGPA or debarred in majority of the courses in the last semester may not be allowed to appear in Supplementary Examination and will not be promoted to next semester/year.

2.12 REFUND OF EXAMINATION FEE

- (1) Examination fee , if any, once paid shall not be refunded or transferred to subsequent examination even if the student fails to present himself for the examination, except in the following cases:
 - (a) If the name of the student has been submitted by the HoD/Hol but later on his attendance is found to be short of the required percentage and his name has been withdrawn at least 10 days before the commencement of examination, 90% of the fee including GSSC fee so deposited will be refunded.
 - (b) If a student is declared pass in the course(s) and on rechecking resulted into correction in result (even enrolment is allotted), 90% of the fee including GSSC fee deposited meant for examination shall be refunded.
 - (c) If the student expires before appearing in the examination, 100% of the fee shall be refunded to the legal heirs.
- (2) The claim for refund of any fee, if admissible under these regulations, must be made within one year after the fee is deposited. No claim shall be entertained thereafter.

2.13 EXAMINATION ADMIT CARD:

- i) Students appearing in any of the University Examination will fill up the Examination Form "Online" on AMIZONE. However, in case of academic break /students of pass out batches may fill up the form off-line (only if examination form is not available on Amizone).
- ii) Students are required to strictly adhere to the dates of various examination activities as per the Examination Calendar.
- iii) Students who are eligible for the end semester/ year examination or supplementary examination and whose examination form are successfully submitted and approved by Hol / HoD will be issued Admit Card.
- iv) Examination Superintendents /Invigilator/Supervisory staff at examination centers shall ensure that no student is permitted to write any examination paper without Admit Card.
- v) If a student loses Examination Admit Card before completion of examinations, he/she may apply for Duplicate Examination Admit Card through his/her Hol/HoD to the Controller of Examination. He/She will be required to pay fees as approved by the Finance Committee for issue of duplicate Examination Admit Card. Duplicate Examination Admit Card will be issued only if the request and the payment receipt is received in the Examination Department within 15 minutes of commencement of the Examination.

2.14 DISCIPLINARY CONTROL OF STUDENTS IN RELATION TO UNIVERSITY EXAMINATIONS

- (1) During examinations, the students shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a student disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the Centre, he may be expelled from the examination for that session. The Examination Centre Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice Chancellor.
- (2) The students shall maintain proper discipline during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

(3) ACTS OF DISORDERLY CONDUCT IN THE EXAMINATIONS:

Acts of disorderly conduct in the examination, whether practical or oral examination include:

- (a) Misbehavior in the examination hall with the Centre Superintendent, the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the University or the other staff working at the Examination Centre, or with any other student, in or around the examination centre, or threat to life of these examination staff, observers, members of flying squads etc. before, during or after the examination hour.
- (b) Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination.
- (c) Causing damage to laboratory equipments, books in library and other institutional properties.
- (d) Disturbing or disrupting or instigating others to disturb/disrupt the examination.
- (e) Instigating others to leave the examination room.
- (f) Carrying any weapons into the examination centre.
- (g) Non-surrender of previous Grade sheets on receipt of new Grade sheets.
- (h) carrying photocopy or scanned copy of admit card.
- (i) Any act not specified above as determined by the Academic Council.

(4) ACTS OF UNFAIR MEANS:

The following shall be deemed to be the act of unfair means:

- (a) Talking to another student or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff.
- (b) Leaving the examination hall without handing over the answer book and/ or continuation sheet, if any, or any other specifically designed response sheet to the Invigilator or Supervisor concerned or Centre Superintendent or the authorized officer of the University deputed to the examination centre, and taking away, tearing off or otherwise disposing off the same or any part thereof.
- (c) Writing matter connected with or relating to a question or solving a question on any thing (such as piece of paper or cloth, scribbling pad) , other than the answer book, the continuation sheet, any other response sheet specifically provided by the University to the student.
- (d) Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
- (e) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- (f) Making appeal to the Examiner/Evaluator soliciting favour through the answer book or through any other mode.
- (g) Possession by a Student or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
- (g) (i) Possession of mobile phone, laptop or any electronic device which can be of help or assistance to the student in answering any part of the question paper.
- (h) Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.
- (i) Passing on or attempting to pass on, during the examination hours, a copy of a question paper, or a part thereof, or solution to a question paper or a part thereof, to any other student or to any person.
- (j) Smuggling into the examination hall and/ or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.
- (k) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the university examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favourably evaluate, or to change the award in favour of the student.

- (l) Any attempt by a student or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who:
- (i) abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so.
 - (ii) abuses, insults, intimidates, assaults any other student or threatens to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and the inspecting staff within the meaning of this para.
- (m) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other student, to do any of these things or facilitating or rendering any assistance to any other student to do any of these things.
- (n) Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for the other student at the examination.
- (o) Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.
- (p) Any other act of omission or commission declared by the Academic Council/Executive Council to be unfair means in respect of any or all the examinations.

(5) PENALTIES:

(A) The Examination Discipline Committee may recommend penalties as under:

S.No.	Sub-para 2.14 (3) & 2.14(4) for Acts of Students	Penalties to be recommended by Examination Discipline Committee
1	2.14(3)	Rustication for a semester/expulsion from the programme/cancellation of entire examinations based on the gravity of offence.
2	2.14(4)(a) & (b)	The examination for the session or course unit in respect of which a student is found to have used unfair means be cancelled.
3	2.14(4)(c),(d),(e) & (f)	The examination for the session or course unit or the entire examination of a student in respect of which he/she is found to have used unfair means be cancelled
4	2.14(4)(g), (h), (i), (j), (k), (l), (m), (n), (o), & (p)	The entire examination of the student in respect of which he is found to have used unfair means be cancelled and he/she shall further be disqualified from appearing at any University examination for a period to be specified by the Committee.
5	2.14(4)(g(i))	<ul style="list-style-type: none"> • Mobile Phone, Laptop/electronic device in switched off mode with no examination materials – Strict Warning. • Mobile Phone, Laptop/electronic device in switched on mode with no examination material – Strict warning • Mobile Phone, Laptop/electronic device in switched on/off mode with examination material – The examination for the course unit or the session or the entire examination of the student in respect of which he/she is found to have in possession of mobile phone , laptop/electronic device may be cancelled.

- (B) A student against whom an enquiry is pending about his/her allegedly having resorted to the use of dishonest or unfair means, or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he/she takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That examination will stand cancelled and his/her result thereof shall not be declared if on account of the punishment imposed on him/her as a result of the said enquiry or action, he/she would not have been entitled to take that examination but for his/her provisional admission thereto.

(6) APPEALS AND REVIEW

- (a) A student on whom any punishment has been imposed may, within 30 days from the date of the receipt of the communication in that behalf, may make a representation to the Vice Chancellor for review of his/her case. The Vice Chancellor, if he/she deems it necessary may, refer it back to Examination Discipline Committee for review. The recommendations of the Examination Discipline Committee on the Appeal shall be placed before the Vice Chancellor who will thereupon review the case and pass such orders as he/she may consider fit or may refer it to the Academic Council for advice.
- (b) In the case of a student who has been expelled from the University in terms of provisions of these regulations, the Academic Council on the recommendations of the Vice Chancellor, on the expiry of three years or such period as specified after such expulsion exempt a student from further operation of the punishment awarded.
- (c) If within four months from the publication of the results, it is brought to the notice of the Controller of Examinations that a student was guilty of the use of dishonest or unfair means at the examination in respect of which his/her result was declared, the provisions of these regulations shall apply mutatis mutandis to the case of such a student provided that before imposing any penalty including the penalty of cancellation of his/her result, he/she shall be given another opportunity to show cause against the proposed punishment and his/her explanation, if any, shall be considered by the Academic Council.

2.15 RECHECKING/RE-EVALUATION OF ANSWER BOOKS/PROJECT REPORTS AND EXAMINATION RESULTS

- (a) The answer book of a student in any examination shall not be reassessed under any circumstances. However, after the publication of the results of the University examinations, if a student, whether passed or failed, has strong grounds and belief that some mistake has been made in connection with his results, he may apply to the Controller of Examinations through HoD/Hol on prescribed application form along with attested copy of his/her Grade sheet for re-checking of his/her answer book in one or more papers as the case may be on payment of prescribed fee within two weeks of the date of declaration of results.

- (b) The Controller of Examinations may accept the application for rechecking of answer books up to 15 days from the expiry of the date in exceptional cases.

The Vice Chancellor or the Controller of Examinations suo-moto may call for the evaluated answer books for the purpose of monitoring the quality of evaluation. If considered necessary and for the reasons to be recorded, the answer books can be reevaluated with the specific approval of the Vice Chancellor.

- (c) Whereas, the re-checking does not mean reassessment or re-evaluation of the answer book, the Controller of Examination may appoint any Officer to see that:
- (i) there is no mistake in the grand total on the title page of the answer book;
 - (ii) the total of various parts of a question has been correctly made at the end of each question;
 - (iii) all totals have been correctly brought forward on the title page of the answer book;
 - (iv) no portion of any answer has been left un-evaluated;
 - (v) total marks in the answer book tally with the marks sheet;
 - (vi) the answer book or any part thereof has not been changed/detached;
 - (vii) the handwriting of the student's supplementary answer sheet tally with the main answer book.
- (d) In the event of detection of any omission or mistake in the script or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations who will get the omission rectified by referring the answer book to the concerned examiner.
- (e) If the re-checking revealed, course to the provisions of the Regulations any discrepancy by virtue of which the marks of the student are revised, the record shall be corrected accordingly and revised grade sheet shall be issued after the previous grade sheet is surrendered.
- (f) If any such student refuses to surrender his/her previous grade sheet as required under the provisions of the Regulation shall be treated to have misbehaved and shall be dealt with by the Examination Discipline Committee under the relevant provisions of the Regulations.
- (g) The Vice Chancellor shall also have the powers to effect the recovery of the Grade Sheet by force through any of the law enforcing agencies.

2.16 ISSUE OF GRADE SHEETS

- (1) In the Grade Sheets, the maximum marks of internal continuous evaluation and end term examination shall be shown separately. The total marks obtained in internal continuous evaluation and end term examination of a course unit shall be converted into letter grades as per Para 2.4. The letter Grade so assessed shall be shown along with its equivalent grade point in the Grade Sheets. An over-all AGPA/SGPA and CGPA shall also be shown.
- (2) Duplicate grade sheet shall be issued against payment of fee as prescribed and submission of First Information Report (FIR) from nearest Police Station for loss of grade sheet.

Note: Notwithstanding anything stated above, the students are advised to read the AUUP Regulations (one) Conduct of Examinations, Scheme of Evaluation and Discipline among Students in Examinations

(Available on Amizone) for better clarity in regard to Academic activities of University which shall prevail, if found inconsistent with this document.

2.17 OFFICIAL DUTY GUIDELINES

If a student is sent by the Institution for an Official Duty (OD), the student may be given advantage of it in attendance. The OD can be given equal weightage from the attendance point of view.

The students may be granted an OD in following cases :-

1. A student is sent for official purpose to the other institutions/industry etc., to represent Amity.
2. A student is participating in Seminars, Conferences organized by AMITY Institutions, industry and other academic institutions.
3. Student is organising Corporate Forums, CEO Dinner, guest lectures and any other industry academia activities.
4. Participating in Summer and Final Placement work such as:
 - Presentations in companies in Delhi NCR or outside.
 - Students attending On Campus or Off Campus Company pre placement talks.
 - Attending On campus or Off Campus Interviews/Group Discussions
 - Involved in any other activity related to placements which cannot be deferred for after classes/ weekends etc.
5. Student going for Industrial visits, military training camps etc.
6. For promoting the annual functions of the Institution in industry, government etc.
7. Organising/participating in student competitions organised by industry & academia.
8. Participation in sports competitions, Sangathan, Inter University sports competitions etc.
9. Any other important work assigned by the faculty/Head of institution.
10. No OD will be given & will be part of already permissible 25% absent.
 - (i) for practice session or as audience for sports matches, cultural programmes etc.
 - (ii) for academic project, whatsoever may be the nature.
 - (iii) after the event is over or the class already held whichever is earlier.
 - (iv) for consulting books in library for preparation of any competitions / assignment.
 - (v) appearing in any competitive examination / back papers.

RECOMMENDATION & APPROVAL OF OD :

1. In all above-mentioned Official Duties, the student has to fill-up the prescribed form for recommendation by the faculty deputing for the activity for final approval by Head of Institution.
2. The under-mentioned persons are authorized to recommend the ODs for the approval of Head of Institution.
 - a) Programme Director
 - b) Head Corporate Resource Centre/Industry Interaction Centre/Amity Technical Placement Centre
 - c) Programme Leaders/Programme Coordinators
 - d) Faculty members acting as Event Coordinator
 - e) Any other person nominated by the Head of Institution

The authorities mentioned above will ensure that all sanctions are obtained before the date of commencement of an event. There will be No cases of either recommendation or ex-post facto sanction of Ods.

3. DISCIPLINARY CONTROL OF STUDENTS IN UNIVERSITY

- 3.1 Every student enrolled in the University shall be under disciplinary control of the University and its Departments/Institutions/ Schools/ Colleges/Constituent Units/ Centres.
- 3.2 At the time of admission, every student shall be required to sign a declaration that on admission, he submits himself to the disciplinary jurisdiction of the Vice Chancellor and several authorities of the University, its Departments/ Institutions/ Schools/Colleges/Constituent Units/Centres who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances, the Regulations and Guidelines that have been framed therein by the University.
- 3.3 Without prejudice to the generality of the power to maintain and enforce discipline under these Regulations, the following shall amount to acts of indiscipline or misconduct on the part of a student of the University and its Departments/ Institutions/ Schools/Colleges/Constituent Units/ Centres.
- a) Physical assault or threat to use physical force against any member of the teaching and non-teaching staff of any Department / Institution / School / College/ Constituent Unit / Centre and against any student within Amity University Uttar Pradesh.
 - b) Unauthorisedly remaining absent from the class, test or examination or any other curricular or co-curricular activity which he/she is expected to participate in.
 - c) Carrying of, use of or threat to use of any weapons.
 - d) Misbehavior or cruelty towards any other student, teacher or any other employee of the University, a college or institution.
 - e) Use of drugs or other intoxicants except those prescribed by a qualified doctor.
 - f) Any violation of the provisions of the Civil Rights Protection Act, 1976.
 - g) Indulging in or encouraging violence or any conduct which involves moral turpitude.
 - h) Any form of gambling.
 - i) Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.
 - j) Practicing casteism and untouchability in any form or inciting any other person to do so.
 - k) Any act, whether verbal or otherwise, derogatory to women.
 - l) Smoking, use of narcotics, possession and consumption of alcoholic beverages or gambling in any form.
 - m) Any attempt at bribing or corruption of any manner or description.
 - n) Willful destruction of the property of the University or its Departments / Institutions / Schools / Colleges / Constituent Units / Centres etc.

- o) Behaving in rowdy, intemperate or disorderly manner in the premises of the University or the college or the institution, as the case may be, or encouraging or inciting any other person to do so;
- p) Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so
- q) Causing disruption of any manner of the academic functioning of the University system
- r) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be
- s) Unpunctuality
- t) Ragging
- u) Violation of the status, dignity and honour of students, in particular female students and those belonging to a scheduled caste or a scheduled tribe or other backward class
- v) Any practice whether verbal or otherwise, derogatory to women
- w) Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour of students
- x) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be.

3.4 The Vice-Chancellor may amend or add to the list of Act of Indiscipline, Misconduct and Misbehavior under Clause 3.3 above.

3.5 Penalties for breach of Discipline

Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as deemed appropriate by him the Vice-Chancellor, Heads of Departments/ Institutions as the case may be, may in the exercise of their powers aforesaid, order or direct that any student:

- a) be expelled from the University, college or institution, as the case may be, in which case he shall not be re-admitted to the University, college or institution from where he is expelled but it shall not preclude his admission to any other institution with the prior approval of the Vice-Chancellor; or
- b) be, for a stated period, rusticated in which case he shall not be admitted to the university or institution, till expiry of the period of rustication; or
- c) be not, for a stated period, admitted to a course or courses of study of the University; or

- d) be imposed with the fine of a specified amount of money; or
 - e) be debarred from taking a University examination or examinations for one or more years.
- 3.6 The Vice-Chancellor, in exercise of his powers aforesaid or on the recommendations of the Head of Department/Institution, may also order or direct that the result of the student concerned of the examination or examinations at which he has appeared, be cancelled.

3.7 Ragging

- (a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- (b) Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- (c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- (d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- (f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- (g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- (i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Prohibition of Ragging

- a) Ragging within the University Campus including its Institutions / Departments /Hostels or/ and any part of Amity University system as well as on public transport system outside the campus is strictly prohibited.
- b) Ragging in any form is prohibited also in the private lodges/buildings where these University students are staying.
- c) No person including students /staff / faculty shall participate or abet or propagate ragging in any form.

Punishable Ingredients of Ragging

- a) Abetment to ragging;
- b) Criminal conspiracy to rag;
- c) Unlawful assembly and rioting while ragging;
- d) Public nuisance created during ragging;
- e) Violation of decency and morals through ragging;
- f) Injury to body, causing hurt or grievous hurt;
- g) Wrongful restraint;
- h) Wrongful confinement;
- i) Use of criminal force;
- j) Assault as well as sexual offences or unnatural offences;
- k) Extortion;
- l) Criminal trespass;
- m) Offences against property;
- n) Criminal intimidation;
- q) Physical or psychological humiliation;
- o) Attempts to commit any or all of the above mentioned offences against the victim(s);
- p) Threat to commit any or all of the above mentioned offences against the victim(s);
- r) All other offences following from the definition of "Ragging"

Punishments (to be decided based on the nature and gravity of offence)

- (a) Cancellation of admission
- (b) Suspension from attending classes
- (c) Withholding/withdrawing scholarship/fellowship and other benefits
- (d) Debarring from appearing in any test/examination or other evaluation process
- (e) Withholding results
- (f) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- (g) Suspension/expulsion from the hostel
- (h) Rustication from the institution for period ranging from 1 to 4 semesters
- (i) Expulsion from the institution and consequent debarring from admission to any other institution.
- (j) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- (k) Whoever directly or indirectly commits, participates abets or propagates ragging within or outside any educational institution shall be punished with imprisonment of either description for a term which may extend to two years or with fine which may extend to ten thousand rupees or with both.
- (l) Any student convicted of an offence under "ragging" shall not be admitted in any educational institution for a period which may extend to five years from the date of order of debarring.

- (m) Non -students involved in reports of ragging will be proceeded with under the criminal law of India.
- (n) Ex-Students involved in ragging and against whom necessary action is taken under these provisions, will also be rendered ineligible for a period of five years from seeking enrolment in any of the Institutions of the University. They will, however, be given post decisional hearing, with strict adherence to the law of natural justice.
- (o) In case any student who has obtained degree or diploma of the University is found guilty; under these Regulations, appropriate action will be taken under the provisions of the Statutes and Regulations relating to Conduct of Examinations.

APPEAL

The student/s punished as above may appeal to the Vice Chancellor within 30 days of the date of order. The decision of the Vice Chancellor on the appeal will be final and binding.

Anti-Ragging Measures at AUUP

- Every student and her/his parent have to submit signed duly notarized affidavits affirming that they will not participate in any type of ragging activity and understand that if they do so they are fully aware of the penal and administrative action that is liable to be taken against them in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- At the time of registration, each student has to go through the 'Regulations/Directive for Banning Ragging & Anti-Ragging Measures' uploaded on Amizone and are given an Anti-Ragging Leaflet giving them information on whom to contact.
- A 24 x 7 Control Room operates in the Campus.
- Anti-Ragging Monitoring & Execution Cell (at University level) is established and is fully responsible to ensure that all Anti-Ragging rules, regulations and measures are strictly followed. Chairperson & Members of the committee can be contacted by the students, if required, 24 x 7.
- Members of the Proctorial Board can be contacted by the students, if required, 24 x 7.
- Each Institution will have an "Anti-Ragging Committee" headed by Head of Institution and comprising of selected faculty members, parents, students from the freshers category as well as seniors and selected non-teaching staff.
- Anti-Ragging Squads and Anti-Ragging Patrols go around the Campus to prevent any incident of ragging.

4 STUDENT SUPPORT SERVICES

4.1 Scholarships, Medals and Awards

Amity University offers a variety of scholarships to the meritorious students. The scholarship is in the form of financial aid. Following are the types of scholarships offered to the Amity students:

- a) On Admission Merit Scholarship – There are three types of these scholarships as mentioned below:
 - 100% Dr. Ashok K. Chauhan Scholarships
 - 50% On Admission Merit Scholarships
 - 25% On Admission Merit Scholarships (Applicable to Lucknow Campus)

These scholarships are granted at the time of admission on the basis of school and /or graduation results. Scholarship is granted on annual basis and continuation in second and further years of the program is subject to the academic performance (Merit List based on CGPA) & other conditions as laid down in the regulations.

- b) On Admission Sports Scholarship – To attract talent in sports scholarship are given –
 - a) 100% Scholarship – International Players*
 - b) 50% Scholarship – National Medal Winners*
 - c) 25% Scholarship – National Participation*

* Please see the policy for criteria, etc

- c) Merit-Scholarship During the Programme – These scholarships are granted from second year onwards for encouraging students to achieve higher performance during their studies in their respective academic programme. The amount of scholarship is 30% of the academic year tuition fee. The number of scholarships depends upon the no. of students in the programme. (max.limit is three).
- d) Merit-Cum-Means (MCM) Scholarship - These scholarships are granted to the students who are academically good and need financial assistance to continue their education in the University. The amount of scholarship is upto 50% of academic year tuition fee. Students need to apply for such scholarships to their respective Head of Institution as per the prescribed format (uploaded on Amizone) & support documents at the commencement of the Academic Session. Continuation of the scholarship is based on students' merit, academic & extra/co-curricular activities performances & family financial position.
- e) Special Scholarships - These scholarships are granted to the students showing extraordinary achievements in extra- curricular activities. The amount of scholarship depends on individual cases. Students are required to apply for the same as per the prescribed format (uploaded on Amizone) at the commencement of the Academic Session.
- f) Other Scholarships – These scholarships are instituted by Grants from individuals, Trusts, Organizations, Institutions etc with a view to provide financial assistance to needy students

The '**Regulations on Scholarships, Awards, Medals & Special Awards**' can be viewed on AMIZONE. Amity Scholarships are granted on Annual basis and are declared every year by the months of August / September. All scholarship holders are required to submit full odd semester fee by due date and scholarship amount is refunded / adjusted in the subsequent

semester fee. The Scholarships do not include – Refundable Security Deposit and Boarding & Lodging Cost. If any student is eligible / entitled for more than one scholarship / concession, he /she has to make a choice for any one only.

Following is expected from the scholarship holders:

- Follow all the rules & regulations of the University and substantially contribute in the development of the institution
- Consistently achieve Academic excellence
- Participate in extra- curricular and co-curricular activities
- Represent Amity by participating in Inter-institution competitions, corporate competitions, seminars, conferences and bring laurels to your institution
- Be punctual & regular in attending classes and maintaining high attendance
- Maintain good health for meeting all academic challenges without failure
- Never indulge in any indiscipline activities or plagiarism
- Follow the University dress code in the campus & while representing Amity in any Forum and develop in yourself the 101 attributes of an Amitian
- Have ethical & moral code of conduct.
- Develop habit of continuous improvement & high performance.

MERIT CERTIFICATE: For programmes where students' strength is more than 10 & upto 30, the topper (if otherwise not an On Admission Scholarship holder) is awarded with 'Merit Certificate' at the end of the academic Session.

CAT / MAT SCORE BASED SCHOLARSHIP (Applicable to Lucknow Campus): 20% Scholarship is granted for MBA Program, if a student has secured CAT (85 Percentile) / MAT Score-700 and above.

2. MEDALS & SPECIAL AWARDS

MEDALS

The University awards following mentioned medals during the Convocation:

- (a) Gold Medals to the toppers in each programme
- (b) Silver Medals to students who secure second position in each programme
- (c) Bronze Medals to those students who secure third position in each programme, if the number of students in a programme is more than 30.

CITATIONS

Citations are also presented to the winners of Medals.

TROPHY (Best All Round Student)

The University awards Best All Round Student Trophy during the Convocation to a student for best overall performance in academics and other activities, general behaviour etc. if the strength of students in a programme is 60 or more.

SALVERS AND CERTIFICATES

The Institutions awards Salvors and Certificates to the students on various traits / performance / achievements during the Concluding Ceremony /Convocation for:

1. Shri Baljit Shastri Award for the Best in Human & Traditional Values
2. Best in Leadership Qualities
3. Best in Interpersonal Skills and Team Spirit
4. Best Summer Project

5. Excellence in Knowledge Creation
6. Best Business Acumen and Awareness
7. Best in Technical Innovation
8. Best in Personality Enhancement
9. Best Organizing Abilities
10. Best Strategic Thinking
11. Excellence in Practice of Teaching

The number of such awards is determined on the basis of actual number of students in a programme as under:

- (a) Up to 30 = upto Two
- (b) Between 31 & 120 = Up to Three
- (c) Between 121 & 180 = Up to Five
- (d) Exceeding 180 = Up to Seven

OTHER AWARDS:

The Institutions may give other awards as mentioned below during the Concluding Ceremony:

- (a) For performance in Academic Committee(s) = upto Two
- (b) For performance in activities related to Placements and Industry Interaction = upto Two
- (c) For representing the Institution and the University in outside events and bringing laurels = upto Two
- (d) For organizing cultural activities = upto Two
- (e) Any other = upto Two

4.2 Welfare Services

Amity University has a student centric and supportive environment offering practical support and advice to each student. It is Amity's endeavor and commitment to ensure that each student is satisfied and happy during their stay at Amity.

Dean Student Welfare

The Office of Dean of Student Welfare (DSW) is committed to provide the leadership to inspire and assist the students in achieving more than academic achievement through identification and promotion of relevant student policies that respond to their issues, needs, happiness, joy, satisfaction and with respect to their holistic development.

Office of DSW functions as a nodal centre for the welfare of students; organizes and coordinates extra-curricular student activities and promotes cooperation, fellowship and discipline among students.

Students are advised to contact the Office of DSW (Prof (Dr) Sahni 9971066841) or Dy DSW (Dr Alpana Kakkar 9810346724) with respect to any problems they may face inside or outside the campus.

All interactions with students are kept strictly confidential.

Student Satisfaction & Happiness Mission (SSHM)

One of the most important functions of Education is to provide opportunities for each student to reach his/her full potential in the areas of educational, vocational, social and emotional development. At Amity, it is ensured that guidance and counseling are integral parts of education so that students are satisfied and happy.

The aim of Students Satisfaction & Happiness Mission (SSHM) is to guide and counsel students so that they discover & develop their true potential and thereby achieve an optimal level of personal satisfaction & happiness. For this three centres/cells are available to the students.

- a) Academic and General Counselling Cell at the Institutional Level.
- b) Centre for Guidance & Counselling.
- c) Centre for Administrative & Hostel Issues.

Student problems will be looked into with speed by the above centers/cells. So students must make full use of these centers/cells. However, if the problems are still not resolved then the students may project to the Mission Headquarter by e-mail, sshm@amity.edu, who will then take these up with appropriate authorities.

Amity Centre for Guidance & Counseling (ACGC)

Students face difficulties like separation from their families, growing up and learning to function as independent adults, developing new and closer relationships, as well as defining and establishing themselves on a possible career. The counseling center is committed to provide a broad range of high quality, innovative and ethical services that address the psychological, educational, social and development needs of the students.

Students are advised to make full use of the ACGC whenever they wish to share thoughts regarding their emotional, personal & professional needs and contact Dr Harminder Kaur Gujral (9871930955).

All interactions with students are kept strictly confidential.

Amity Women Help Desk

Amity Women Help Desk has been established as a part of the measures undertaken for the welfare of the female fraternity of the University. Following the UGC mandate, it focuses on women safety and security in all respects and provides support services to ensure safe environment.

Female students, faculty and staff members may contact Amity Women Help Desk 24X7 for any kind of complaints (sexual, physical, psychological /emotional harassment etc.), queries and suggestions. The same may be posted on Amizone (Amity intranet).

The help Desk acts as a link between the complainant and Redressal Authority in the University and ensure grievance redressal within a stipulated period of time.

Contact details: Tel: 0120-4392844, Mobile: 09958854120 Email: vsharma@amity.edu

4.3 Student Grievance Redressal

- a) In order to make student's stay in AUUP comfortable and stress free, Amity has a multi layered student grievance redressal system. Student having a problem will approach the Academic and General Counseling Cell at his/ her department level. Student's problems that cannot be resolved at the department level will be referred to the appropriate Committee. Issue will definitely get resolved within a short period of time.
- b) The suggestion / grievances by students/parents can also be sent on-line through Amizone.
- c) In addition, problems related to the wellbeing of students warranting urgent attention can be submitted directly to the Dean Student Welfare (msahni@amity.edu) and/or Students Satisfaction and Happiness Mission (SSHM) at sshm@amity.edu

d) Problem / suggestion are monitored / resolved as given in the table below:

Escalation Matrix AUUP		
Problem Area	Level	Designation
Academics	1	Hol
	2	Dean (SAA&SS) Director (Academics)
	3	Vice Chancellor
Administration	1	Sr Director Admin
	2	Gp Dy Pro VC & OSD (HR & Admin)
	3	Vice Chancellor
On Admission Merit Scholarship	1	Director Admissions
	2	DSW Director (Academics)
	3	Vice Chancellor
Boys Hostel	1	Hol
	2	Director Hostels Admin
	3	Dean Students Welfare
	4	Vice Chancellor
Cafeteria	1	Sr Director Admin
	2	Chairman Cafeteria Management Committee
	3	Gp Dy Pro VC & OSD (HR & Admin)
	4	Vice Chancellor
Examination & Result	1	Hol
	2	CoE
	3	Dean Examination
	4	Vice Chancellor
Fees	1	Advisor (Finance)
	2	Sr. Advisor (Finance)
	3	Dean (SAA&SS) Director (Academics)
	4	Vice Chancellor
Girls Hostel	1	Hol
	2	Director Hostels Admin
	3	Dy Dean SW
	4	Vice Chancellor
Identity Card	1	Assistant Vice President
	2	Gp Dy Pro VC & OSD (HR & Admin)
	3	Vice Chancellor
IT	1	Assistant Vice President
	2	Gp Dy Pro VC & OSD (HR & Admin)
	3	Vice Chancellor

Escalation Matrix AUUP		
Problem Area	Level	Designation
Security	1	Asst. Dir., Fire & Security
	2	Director (I & C)
	3	Vice Chancellor
Transport	1	Sr Director Admin
	2	Gp Dy Pro VC & OSD (HR & Admin)
	3	Vice Chancellor
Amizone	1	Vice President AKC Data Systems
	2	Dean (SAA&SS) Director (Academics)
	3	Vice Chancellor
Scholarship During Programme	1	Hol
	2	DSW Director (Academics)
	3	Vice Chancellor
Extra-Curricular Activities	1	Hol
	2	Dean Students Welfare
	3	Dean (SAA&SS) Director (Academics)
Research	4	Vice Chancellor
	1	Hol
	2	Dean (SAA&SS) Director (Academics)
	3	Distinguished Scientist & Professor of Eminence
	4	Vice Chancellor
Discipline	1	Hol
	2	Chief Proctor
	3	Dean Students Welfare
	4	Chairman Disciplinary Committee
	5	Vice Chancellor
Infrastructure (Lab/ Lab Equipment)	1	Hol
	2	Dean (SAA&SS) Director (Academics)
	3	Vice Chancellor
Library	1	Director-Library Services
	2	Dean (SAA&SS) Director (Academics)
	3	Vice Chancellor
Maintenance	1	Assistant Director (Maintenance)
	2	Sr Director Admin
	3	Gp Dy Pro VC & OSD (HR & Admin)
	4	Vice Chancellor

- e) Student grievances not being covered by the mechanism stated above or their grievances not being addressed adequately shall be referred to a standing 'Grievance Redressal Committee' constituted as per UGC Regulation notified vide F-No.14-4/2012 (CPP-II), dated March 23, 2013.
- f) Pursuant to regulation of UGC on promotion of Equity in HIE's as notified in the Gazette of India, dated January 19, 2013, all the issues related to "Equity" as defined in the said UGC Regulations shall be dealt by Equal Opportunity Cell, constituted for the purpose.

4.4 Disability Advice

Disability Services at Amity provides reasonable adjustment advice and support for current and prospective students with a disability or health condition. Our aim is to ensure that students with a disability realize their full academic potential despite their disability. Disability Services is the principal point of contact and support for students with disabilities and works closely with others in the administration and academic departments of the University. This is to ensure that appropriate arrangements relating to teaching and assessment are made for students with disabilities, whilst maintaining the academic integrity and core requirements of the individual courses.

The Disability Services is part of the Office of Dean Student Welfare and is involved in the provision of services and recommendations of adjustments for students with disabilities. Disability Services encourages independence, responsibility and autonomy in the students that access this service.

The Campus Infrastructure has been developed to facilitate students with disabilities. Ramps and elevators are available in all the buildings in the Campus, in compliance with 'Persons With Disabilities Act'.

4.5 Medical Facilities

Hostellers are advised to get themselves inoculated against communicable diseases at their own initiative and expense.

First-aid Medical Treatment is available within the campus. Amity Clinic has a resident doctor and nursing staff. Students contributing to group medi-claim policy are provided medical treatment of up to Rs 25,000/- in the following hospitals - Kailash Hospital (Noida), Indraprastha Apollo Hospital (New Delhi), Noida Medicare Centre, Vinayak Hospital (Noida).

On falling sick, the hostellers are to inform the Warden who will arrange medical help. If a hosteller is advised hospital admission, necessary communication is sent to parents/local guardians, Programme Director and Director Finance.

Amity University offers a medical insurance plan to all students.

4.6 Security

Amity University has 24 hour, 365 days security in the campus. With the goal of providing

safe and secure environment, the security department manages the entry/exit points to ensure that only authorized persons are allowed inside the gates.

Security and personal safety is an important issue for everyone, and relies on all of us working together to help make sure that we all stay safe.

To report a crime, emergency, or suspicious activity, you may call the University Control Room at 0120-4392777.

4.7 Amity ID Card

The AM Card is the official Amity University identification card for students, faculty, staff, and other members of the University. You can use your AM Card to gain access to the campus through access control devices at Campus Gates.

Students have to compulsorily wear their AM Card around their necks at all times while on campus.

4.8 Parking

All student vehicles parked on campus (including motorcycles and cars belonging to students) must have a valid parking registration. Vehicles must be registered with Security. Student parking is permitted in the basement & at the ground near Gate 4 for which vehicle entry is allowed from Gate 2A

4.9 Transport

The University operates a daily University bus service providing safe and reliable student transport from various areas of National Capital Region. Provision of transport service will be subject to the availability of seats on established routes and the fee will be as per the fee structure of that area. Students are advised to contact the Director Administration &/or Director Hostel for the routes on which the buses are plying and the tariff for each route.

Transport service is subject to a minimum number of students available in that route.

4.10 Bank, Post Office, ATM

A full-fledged branch of Allahabad Bank & Oriental Bank exists (near Hostel 2) inside the campus providing good banking facilities to staff as well as students. A post office also functions in the campus (near Gate 4A).

Four ATM's are also available inside the campus facilitating the student's requirements for 24 hour banking.

4.11 Sports Complex

Sports & Fitness:- A Swimming Pool, a state of the art Gym, Horse Riding, Cricket, Lawn Tennis, Basketball, Volley-ball, Badminton, Indoor Shooting Range etc. are available on the campus.

Yoga classes are conducted for the students in the morning and evening.

Students are requested to contact Director Sports/Director ASPESS or Dean Student Welfare for help and guidance

Recreation

- a) Colour Television sets have been provided in the common rooms of a hostel.
- b) Major festivals are celebrated in the campus/hostels. Events like cultural programmes, sports, quizzes and movie shows are also organized.

4.12 Corporate Resource Centre

Amity endeavors to nurture competitive and accomplished business leaders, entrepreneurs and professionals. The Corporate Resource Center (CRC) at Institutional level, is established to groom the students to take up the corporate responsibilities, soon after they pass out from the campus

The CRC provides holistic comprehensive career-planning services to students by providing expertise, resources, and support. The CRC empowers students to build bridges to successful future careers.

It aims to help students make a successful transition from their educational environment to employment or further educational pursuits. The programs and services are designed to increase the students' confidence and provide the necessary skills and information to succeed in pursuing a career.

4.13 Student Clubs & Committees

Extracurricular and Co-curricular activities provide an opportunity and conducive out-of-classroom learning environment for students to cultivate and nurture their talents, and leadership capabilities with a view to groom them to be multi-skilled, all-rounded and well networked professionals possessing the requisite competitive skills.

Extracurricular and Co-curricular activities are an essential part of Amity University learning experience and can confer a range of benefits to the participating students like:

- Social Skills
- Social and Cultural Awareness
- Improves Self Confidence
- Leadership Skills
- Peer Interaction
- Faculty Interaction
- Problem Solving Skills

Research and history show that students who actively participate in extracurricular and co-curricular activities do well in their academics as well, since these activities foster competitiveness, commitment, team work, develop self-esteem, initiative and help reduce stress.

All employers consider soft skills as an important criteria for selection of an employee. Active participation in extracurricular and co-curricular activities is the best way to develop the soft skills like communication, positive attitude, goal directed behaviour, etc.

Amity University provides opportunities to all the students to participate actively in extracurricular and co-curricular activities through various clubs, committees and competitions.

- **At Institutional level:**
 - Sports Club
 - Cultural Committee
 - Specialty Club, eg. Marketing Club, HR Club, IT Club, Robotics Club, etc.
 - Placement Committee
 - Alumni Committee
- **At University level:**
 - Sports Clubs
 - Cultural Clubs -Music, Dance, Theatre, Nukkad Natak
 - Literary Club – Hindi & English
 - Amimun Club
 - Debate Club
 - Youth Innovation & Entrepreneurship Club
 - Cultural Committee
 - Association of Indian Universities Sports and Cultural Competitions
 - Inter Institutional Competitions
 - Inter University Competitions
 - Government and Non-Government Organizations Competitions
 - Amity Human Value Activities
 - Amity Youth Festival
 - AIMA Competitions

Objectives of Clubs & Committees

- To promote and conduct disciplined, intellectual, creative, civic and cultural activities amongst students.
- To promote study and discussion of subjects of national and international importance
- To encourage amongst students, awareness of the responsibilities of an individual in a democratic society.
- To promote social service activities
- To foster the spirit to update oneself with the latest technical and management developments.
- To inculcate the culture and values of AUUP and exhibit the same wherever they participate.

Composition of Clubs & Committees

- Each club/committee will be functional under a faculty Facilitator and will have a team of students.
- The team of students will be headed by a student President of the club/committee with other office bearers like, secretary, treasurer, executive committee and members.

Club/Committee Performance

- Each club / committee must plan 3 to 4 activities in each semester with clear-cut objectives.
- Proper marketing must be done to ensure larger participation by the students.
- Prior approval for the budget must be taken from HoI
- Monthly progress report of the club / committee must be forwarded by concerned Faculty Facilitator to respective HoI , Dean Students" Welfare and Dy. Dean students" Welfare

Notices on Amizone

All students are requested to be aware and participate in various competitions, whose notices will be put up on Amizone and also on Department/Institution Notice Boards.

4.14 Mentoring

Mentoring is to support and encourage students to manage their own learning in order that they may maximise their potential, develop their skills, improve their performance and become the person they want to be.

Mentoring is a partnership between two people, Mentor & Mentee, based on mutual trust and respect.

At Amity, mentoring encourages students to take guidance and develop partnerships with four types of mentors:

- Faculty Mentor
- Alumni Mentor
- Industry Mentor
- Parent Mentor

All four Mentors jointly collaborate towards the development of the student through a process of experiential guidance and learning.

Mentor's Role

A mentor is a guide who can help the mentee to find the right direction, boost confidence, provide guidance and encouragement. They are the role models for the mentees and should counsel and reduce anxiety levels of the young mentees.

Mentee's Role

The mentee must take the initiative to build the relationship. The final responsibility for actions taken, as a result of mentoring, lies with the mentee. The mentee student must:

- a) Have a strong commitment for self-improvement and achievement in professional/personal areas
- b) Be open & receptive to new ideas/learning and willing to apply those to practical situations

- c) Be ready to ask for help/guidance and not wait for a formal schedule
- d) Readily accept the feedback and act upon it

Road Map

The mentoring process develops in five phases:

Establish - During the first few meetings, both the mentor and mentee get to know each other and build trust.

Elucidate - Mentoring program spreads awareness and understanding on various issues- Academic and Professional.

Expand - The mutual trust with the mentor can give the mentee the confidence to challenge the ideas of the mentor, just as the mentor will challenge the mentees ideas.

Engage - This phase is the start of a personal action plan of the mentee to attain his/her goal. The mentor's role is to facilitate the process.

Evolve - At this stage the mentor steps back from the formal relationship to discuss together with the mentee how they wish to continue their relationship.

The above phases are not exclusive or time bound. The pace of mentoring depends on the strength of the relationship and the enthusiasm of the mentee. The relationship is not limited to the duration of stay at Amity and can be a life- long relationship.

Benefits of mentoring programme.

- a) Helps the mentee gain a better understanding of self
- b) Provides an insight into the present and future professional work environment
- c) Show relevance and linkage of the professional environment to their program of studies
- d) Assist students to be better equipped to have control over their future
- e) Enable students to have a better evaluation of relevant careers and subjects pursued
- f) Get greater understanding about the field or industry of their interest
- g) Enhancement of mentees personal and professional skills
- h) Gain greater confidence and self-esteem
- i) Learn about potential career options from someone who has been in their shoes
- j) Obtain practical advice from a different perspective
- k) Network with professionals in the students field of interest & expose themselves to the professional environment
- l) Learn about the operations of a specific company and industry
- m) Share their educational and career aspirations with others and get unbiased advice
- n) Encouragement to reach out and attain their goals
- o) Seamless Transition from academic environment to real work life.

Implementation

Every Amity institution arranges appointment of faculty, industry and alumni mentor for each student. Formal meetings are scheduled between mentors and mentees so that learning is progressed across functions, groupings, and cultures for maximum benefit. Students aims are decided mutually between mentor and mentee and the progress towards the desired goals would be tracked throughout the duration of his/her stay with Amity. We are proud to say that our mentoring system is unique to Amity and has helped many of our students stand out amongst their peers. They have excelled on both their personal and professional fronts as a result of the mentoring system.

4.15 Class Representatives

A Class Representative is a responsible, prestigious and challenging position. Students are encouraged to take up this leadership position. To become a representative of the class, a student must have the values of trustworthiness, honesty, transparency and commitment.

The roles and responsibilities of the Class Representative –

Class Data Collection & Analysis: for each student for various activities and issues.

- Advocacy: influencing the student community for positive outcomes with respect to academics, discipline and participation in co-curricular and extra-curricular activities.
- Monitoring: attendance, time table, syllabus progress, discipline and related issues.
- Quality enhancement: by representing the legitimate concerns and problems of classmates and giving feedback to both the classmates and authorities.
- Coordination: with various authorities in the Institute and University.

The Class Representatives should not deal with –

- Disputes between students and academic/hostel staff, and between individual students (for example, harassment, discrimination and victimization);
- Formal procedures (for example, exam failures, results appeal, academic appeals, individual complaints, disciplinary hearings, etc.);
- Financial and funding queries including loan

4.16 Library Services

General

The guidelines enumerated below govern the day-to-day operating procedure of Central Library, Amity University Uttar Pradesh.

Purpose

Central Library (located in J2 Block) offers a vast variety of carefully selected and readily accessible knowledge resources (both in print and digital format) required by the faculty,

students, research scholars and staff, to support teaching, learning, research and scholarship. It provides a safe, comfortable and pleasant environment that promotes advancement of knowledge and innovations.

Hours of Operation

Central Library observes following schedule :

- On Weekdays 0009 -- 2000 hrs
- On Saturdays 1000 -- 1700 hrs
- During End Term examinations, Library Hours are extended up to 2200 hrs on the request /demand of students.
- The Library will remain closed on Sundays and holidays observed by the Amity University. This schedule is subject to change due to unforeseen eventualities, emergencies, bad weather etc, the information of which will be reflected on AMIZONE and Library Notice Board.

Journals

Central Library subscribes to Journals of different Domains which are displayed on the display rack. These Journals are for reference in the library and are not issued. Faculty members and students are informed from time to time about new journals , online/e-journals subscribed by the Library.

Circulation of Books

The material housed in the library will be strictly issued to the students and faculty of the dependent Institutions. The books may be issued to others related with the Amity University on approval of the concerned HOI and after deposition of the security amount equivalent to the cost of the book.

Registration of the Borrowers

1. The authorized Borrowers of concerned library are the associated faculty and the students of the concerned Institutions of the Amity University. Borrowers are required to have a valid library card / Library Card (Pass book), which will be issued to the authorized borrowers on submission of Application form.
2. The library cards will be issued as long as the borrower is an authorized borrower. All borrowers will deposit the Library cards once they cease to be authorized borrower on completion of their program or withdrawal from the program. All such borrowers are required to obtain clearance (No Dues) from the library.

Number of Library Cards:

Students will be issued two Library Cards against which they can draw a book for the duration of seven days. The Faculty will be issued a Library Passbook/Library Card against which they can draw up to five books for duration of one month each. Renewal of books for an additional period will be at the discretion/demand from other borrowers.

Loss of Library Cards:

In case of loss of library cards by the students, new card will be issued on penalty payment of @ 50/- per card after taking no dues from all the libraries of Amity University.

Loss of Book/Material:

Loss of book will be replaced by the borrower or on payment of the cost of the book.

Overdue Charges (Fine):

1. Fine @ 5/- per day will be charged for the first week and there after @.10/- per day will be charged for subsequent days up to a maximum of four times the cost of the book. If it is accompanied by loss of book and the loss is not reported within the authorized period of borrowing, the charges will amount to replacement of the cost of book and the total accumulated fine worked out up to the day of reporting of the loss of book up to a maximum of four times the cost of the book
2. Payments of fines or other fees should be made to a library staff member for which receipt will be rendered by the Library staff.

Damage to the Book

1. In case of damage to the book, the book will be replaced by the borrower/or the cost of the book will be recovered. The decision of the Director Library Services will be final and binding on the borrower.
2. All payments, fines or other fees shall be made to a member of the library staff during regular library hours. The library will maintain proper record of the Fines collected.

Photocopying

Photo copying of the book is not allowed as it is infringement on the Copyright regulations. Photocopying of the part material will be at a cost which will be as per the rates fixed by AUUP. The photocopy will be stamped by the Librarian to avoid further copying and will be the responsibility of the borrower to defend any legal implications coming out from it.

Discipline & Safety Measures in the Library

1. In order to maintain perfect ambience in the library, the students are required to follow certain guidelines as may be stipulated by the Librarian, from time to time. To this effect, following activities are strictly prohibited in all the areas of the library:
 - Smoking
 - Loitering or soliciting
 - Sleeping
 - Entry of Pets
 - Disturbing students and staff
 - Public intoxication

- Possession of alcoholic beverages, food/eatables or drugs
 - Damaging library materials or property
 - Carrying of Bags
 - Use of Mobile phones
2. Any person found to be in violation of one or more of the above measures/guidelines may be asked to leave the library. Failure to comply with a request to leave the premises will result in removing the individual from authorized borrower's list.

4.17 Information Technology Resources

- Use of Wi-Fi and Internet

Amity offers fast, secure wireless network connectivity. Wireless access is available to all current students. Access to the Amity wireless network is currently provided free of charge to all users. However, the wireless network is a shared resource with limited bandwidth. Users are strongly discouraged from running bandwidth intensive applications. All activity on the wireless network is monitored and users are expected to abide by all relevant Amity policies.

- **Amity Email**

Email is the primary means of communication for important announcements and messages. Amity University will provide the students with an email ID when they register for their programme. The email account can be accessed as soon as they complete their initial enrolment at Amity. Students experiencing difficulties accessing their e-mail account should contact the IT Help Desk. The faculty, the student support team, the Finance department and other areas of administration will use this e-mail address to contact them so it is critical that they check their account regularly. The students will be informed about various events and activities through this e-mail ID/notices that will enrich their tenure at university and enable them to make new friends.

Online Resources

AMIZONE - THE AMITY INTRANET ZONE

- For Students

Through Amizone, students can access their Programme Structure, Detailed Curriculum, Session Plans of the Course, Assignments, Marks of Continuous Assessment, Examination Results, AUUP Regulations, Guidelines and such other information.

The Attendance is marked for all the courses by the respective faculty members online; hence the students must check the same every day. Any discrepancy observed in the marking of attendance or Official Duty (OD) (in case OD is approved), the same must be reported immediately. Application seeking approval for OD should be

submitted for approval before going on OD. No application will be entertained after a lapse of two days.

To access Amizone a User-id and Password is allotted to each and every student of Amity University. The students are required to fill their Personal Profile online at the time of Registration to their Programme on Amizone. It must be ensured that correct details are filled in the form. Strict disciplinary action will be taken against students who have provided wrong information in their Profile.

The students are required to fill their examination form for both regular & backlogs online by the cutoff date as per examination calendar already uploaded on Amizone.

Before filling of online examination form students will be required to fill up the faculty feed back and a certificate stating that he/she has read the regulations and understand the content of the same.

Examination results are uploaded on Amizone immediately after declaration of result and students can view their result on line including their promotion status.

Passed out students, their parents, placement agencies, Universities, Institutions or any interested person can assess the result of passed out students by entering enrollment number of student on www.amity.edu/ocvs/.

Students must check the notices put up on Amizone on daily basis since all the schedules like Time-table, Fee Payment Dates, Dates for Commencement of Semester, Examination Schedule, Holidays etc are put up on Amizone.

The University will not be held responsible for any lapse on the part of the students for not taking note of the notices put up on Amizone.

- For Parents

Parents are also provided with a separate user id and password to access Parents Section on Amizone which is available once their wards have enrolled with the university. The parent user id and password will be emailed/sent through sms on the email address/mobile number of the parents provided in the registration-cum-enrolment form on Amizone.

Parents can access the Amizone of their wards and can get the id and password for the same on application.

Amizone can be also accessed by downloading the mobile application.

Important: All relevant forms related to any guidelines / facilities / activities are available on Amizone.

4.18 Hostel Accommodation

1. Hostel accommodation is allotted to bonafide and eligible students. Separate girls and boys hostel facility is available. Admission to the hostel will be provisional and will be given for one academic year only. Amity University Uttar Pradesh (AUUP) has the

right to refuse admission to the hostel to any student who in its opinion is not considered suitable for admission either on medical grounds or for reasons of conduct, etc. The University also reserves the right to refuse permission to students to continue in residence.

2. Hostel Seats are distributed by the Hostel Management Committee as per the student strength of AUUP Institutions. Fresh students can opt for hostel accommodation while filling up the AUUP Admission Form. On confirmation of hostel admission, they have to deposit hostel fees and obtain a receipt.
3. The Hostel functions on the principles of shared 'home' environment, equity, discipline and egalitarian values. The University expects that student residents will maintain high standards of ethics, culture and disciplined behavior. And will follow the values and traditions of Amity University.
4. While pursuit of academic excellence will be a key focus for the student residents, the Hostel Management and Staff members will help to foster independence while responding to the individual needs and talents of each student resident so that they reach their potential. It is hoped that they will carry fond memories of their stay in the hostel as they pursue their journey to achieve success in life and professional excellence.
5. Amity is a Ragging Free University. Incidence of ragging or abetment of ragging will be severely dealt with by appropriate action such as expulsion from the hostel / university and/or FIR with the police. Detailed instructions are contained in the 'Regulations/Directive for Banning Ragging & Anti Ragging Measures' 2015-16 Booklet uploaded on Amizone. Students are required to study it carefully, take a vow not to indulge in any form of ragging activity and comply with all the instructions therein.
6. The University reserves the right to close any or all hostels suo moto.

1.0 AUUP Rights with respect to Hostel Accommodation

- 1.1 Allotment of Hostel seat means allotment of a hostel room, individually or on sharing basis, as decided by the competent authority of the University.
- 1.2 A hostel resident will be a bonafide student of AUUP, who has been found eligible (eligibility conditions mentioned in para 6), has paid the annual hostel fee and has been provisionally allotted a hostel seat for one academic year out of the available hostel seats, subject to terms and conditions.
- 1.3 Being a bonafide student of AUUP does not automatically confer the right of entitlement for a hostel seat.
- 1.4 AUUP is under no obligation to provide hostel facility beyond its capacity.
- 1.5 AUUP reserves the right:
 - a) to close any or all its hostels suo moto;
 - b) to refuse hostel seat allotment to any of its student/s due to unavailability of hostel seats in that academic year;

- c) to refuse hostel seat allotment to any of its student/s, who is not eligible or who in its opinion is not considered suitable for hostel seat allotment on medical grounds, etc;
- d) to refuse permission to any of its students to continue as a hostel resident ;
- e) to alter the hostel infrastructure, and
- f) to decide on the nature and quantum of services and facilities to be offered to any and all its hostel residents;
- g) to deny entry into the hostel to any visitor if, in its opinion, the visit including any student's, is likely to disturb peace and order in the hostel.

2.0 Eligibility for Hostel Allotment

Hostel accommodation is available to the following (subject to availability & other terms & conditions):

- 2.1 Those who are full time bonafide students of the University and are not residents of NCR.
- 2.2 Those who are not employed full time/part time or on ad hoc basis.
- 2.3 Those who have not availed of the hostel facility for a course of the same level earlier.
- 2.4 Senior Students who have passed the examination of the last course attended and have minimum 85% attendance in the previous academic year.
- 2.5 Senior students who seek hostel accommodation for the first time are considered after allocation to the existing senior students in the hostel.
- 2.6 Preference of allotment of hostel facility will be given to new entrants of degree programmes each year.
- 2.7 Students coming from outside of NCR will have first preference over the students from NCR who will be considered only after the outside of NCR students have been allotted hostel accommodation.
- 2.8 Re-Allotment of Hostel accommodation to last year hostel residents will be subject to the following conditions:
 - 2.8.1 Sufficient hostel seats are available;
 - 2.8.2 Re-allotment of hostel accommodation cannot be claimed as a matter of right;
 - 2.8.3 He/She has had 85% attendance in the classes during previous academic year as well as the required minimum SGPA/CGPA communicated in the notice for seeking applications from students requiring hostel accommodation;

2.8.4 Positive recommendations have been received from the Hostel Warden in their application one month before the close of the previous academic session;

2.8.5 He/She was not involved in any indiscipline case;

2.8.6 He/She has paid the hostel fee within due date;

2.8.7 Re-allotment will be done on “first come first served” basis and on full payment of Hostel Fee.

2.9 Allotment will be made as per merit list.

3.0 Procedure for Allotment of Hostel Seat

3.1 All fresh students who are desirous for the hostel accommodation are required to apply on the prescribed form at the time of admission;

3.2 All senior students/existing student residents desirous for the hostel accommodation are required to apply on the prescribed form in the month of March.

RE-ALLOTMENT OF HOSTEL

Re-Allotment of Hostel accommodation to last year hostel residents will be subject to the following conditions:

1. Sufficient hostel seats are available;
2. Re-allotment of hostel accommodation cannot be claimed as a matter of right;
3. He/She has had 85% attendance in the classes during previous academic year as well as the required minimum SGPA/CGPA communicated in the notice for seeking applications from students requiring hostel accommodation;
4. Positive recommendations have been received from the Hostel Warden in their application one month before the close of the previous academic session;
5. He/She was not involved in any indiscipline case;
6. He/She has paid the hostel fee within due date;
7. Re-allotment will be done on “first come first served” basis and on full payment of Hostel Fee.

1.2 Allotment will be made as per merit list.

ALLOTMENT OF HOSTEL ACCOMODATION

1. Separate Hostel accommodation, air conditioned and non-air conditioned are available for girl students and boy students.
2. For the purpose of clarification, students, who are eighteen years and above, will be deemed to be staying by themselves and by their own free will in the hostel.
3. For the purpose of clarification, parents of minor students will apply for the hostel

facility and their wards will be deemed to be staying by themselves and by their own and parents free will in the hostel.

4. Allotment of rooms is done domain-wise to freshers / senior student for one academic year.
5. Allotment status is displayed on the Notice Boards and on Amizone.
6. Information is conveyed to the students online: reporting time and date and other formalities to be complied with.
7. Allotment is done on “first come first served” basis and on full payment of Hostel Fee.
8. Hostel registration forms are available on line. The registration form has to be submitted online by the date announced for the submission of application.
 - i) Students are advised to take a printout of hostel form Annex “A”, affix photograph, get the parents signature on annexure “A”, attach photocopy of hostel fee receipt and deposit at the hostel registration counter on the day of reporting to the hostel.
 - ii) Fill the hostel identity card on both sides and affix the photograph on the given box of hostel identity card. Get hostel identity card stamped with office seal. (Identity card without office stamp will be invalid).
 - iii) Collect the registration slip with allotted room number.
 - iv) Students are required to stay in the hostel after the registration. They will not be permitted to leave the campus without authorisation, after registration.

Terms and Conditions

1. All sections/instructions covered under AUUP Regulation 4, 'Disciplinary Control of Students' will also be applicable to Hostel Residents.
2. Hostel Rules will be available on Amizone. Each Hostel resident will sign an undertaking (Annexure-1) that they have read, understood and will follow the AUUP Hostel Rules in letter and in spirit. In the case of minor students, their parents need to countersign indicating that they will counsel their wards on the hostel rules.

The Hostel Rules may be reviewed from time to time as may be required in the best interest of the student residents. Claiming ignorance of rules will not be accepted as a reason in case of a violation.

3. The supervision and control of the residents in the hostel shall vest in the Warden who will carry out the day to day function under the guidance of Director Hostel/Dean of Students Welfare.
4. At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Hostel Application Form. The mobile & landline number of the parent with STD code, must be provided along with Local Guardian's address, mobile and landline number. Email of the parents (if

available) should also be provided. Any change of address / mobile/telephone number of the parent /local guardian, at any point of time, has to be intimated to the hostel office in writing, at once. In addition to the above information, passport size photograph of the parents and the local guardian should be affixed on the form in the space provided.

5. If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Hostel Management immediately and should vacate the hostel if the Hostel Management finds that he/she is not eligible for hostel accommodation.
6. At the time of occupying the hostel accommodation, the allottee shall be given furniture according to the prescribed scale. Demand for additional furniture will not be entertained.
7. At the time of occupying the hostel accommodation, the allottee shall be required to sign the inventory of furniture and other items provided. He/She shall be personally responsible for the custody of the same.
8. Use of unauthorized electrical gadgets is not permitted in the rooms. Tampering with fittings and fixtures in the hostel will be treated as wilful damage to the University Property and those found guilty shall be held liable to compensate the loss as may be determined by the University.
9. Allotment of accommodation shall not confer on the allottee any rights of tenancy of the premises and the University shall have every right to have the accommodation vacated in the event of breach of regulations by the allottee.
10. Allotment will be offered to a bonafide student to be occupied for one academic year or for the duration of the programme the allottee is admitted to or till expiry of maximum permissible period whichever is earlier.
11. Allotment of hostel seat is not transferrable to another individual, campus or in any other way.
12. The Dean, Students Welfare / Director Hostel / Proctor / Warden are empowered to inspect the premises to ascertain the state of affairs of the premises. They are also empowered to ascertain the occupancy status of the allottees.
13. Any student who is found to have presented false information or forged documents to hostel administration will be liable to disciplinary action.
14. The University shall have the right to shift an allottee from one seat/room to another and also to reorganize the hostel in the best interest of the University.
15. The University reserves the right to take disciplinary action including cancellation of the allotment of accommodation in the Hostel for violation of the rules of living in the Hostel.
16. No resident is permitted to take away personal belongings from the hostel premises without proper permission.

17. Students must not indulge in any act of intimidation or violence and drunken or riotous behaviour. Uses of narcotics, consumption of alcoholic beverages are prohibited.
18. Students should not create ill-will or intolerance on religious or communal grounds.
19. No resident shall be permitted to carry out / undertake any private professional or business / commercial activities in the Hostel.
20. The upkeep of the hostel room is the personal responsibility of the resident/s. They can submit their complaints, through the Warden, for all routine maintenance works (Civil, Carpentry, and Electrical of any other) and or damage /breakage if any, to be carried out in their rooms.
21. The resident/s of a room shall be responsible for any damage to the property in the room during his/ her/their occupancy of that room and will be required to make good the damage, if any. They will sign the attached Hostel Upkeep Undertaking form.
22. Use of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR/VCD player/is prohibited.
23. Residents will be personally responsible for the safety of their belongings.
24. Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. They should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
25. The Residents, whether leaving the hostel on his/her own or suspended/rusticated/expelled from the Hostel/University in the midst of the session will not be entitled for any refund/ claim for the Hostel Fee.
26. The allotment of the hostel accommodation is valid only for one academic year, ending on the last day of the even semester examinations. A fresh application is to be made for the new academic year. The allotment of the hostel accommodation in one academic year does not guarantee accommodation in the successive academic year.

INSTRUCTIONS FOR THE RESIDENTS

Some of the instructions are mentioned here. For a complete list of Instructions, the Hostel Management or Dean Students Welfare may be contacted:

1. The students shall keep their rooms, corridors, staircase and bathrooms spotlessly clean and tidy at all times, failing which they will be asked to evacuate the Hostel.
2. No visitor shall be allowed to stay in the hostel room.
3. Male and Female students are not permitted to visit each other's hostel.
4. Guests/visitors are not permitted to enter the hostel and visit students in their rooms.
5. Cooking food in the rooms is strictly prohibited.
6. Pets are not allowed in the hostel.
7. Students are not allowed to keep their four wheeler vehicles inside the campus. Two

wheelers can be permitted only on approval by the Hostel Management.

8. The students can play music in their rooms only in low volume till 10pm without disturbing peace of others (only Walkman & Discman are permitted)
9. Occupation of Room:
 - a) Keys and the room inventory are handed over to the students on producing the registration slip / hostel ID card. Signature is obtained on Inventory Form.
 - b) Inventory :- Following are provided :-
 - (i) Bed (ii) Mattress (iii) Study table (iv) Chair (v) Steel Almirah (vi) Small dustbin (vii) Towel stand (viii) Curtains on window (ix) Towel (x) Pillow with pillow cover (xi) Bed sheet (xii) Top sheet (xiii) Tube lights & fans (xiv) Fridge & Sofa sets in AC rooms only.
10. Upkeep & Maintenance: - Staff are employed for general upkeep of the hostel. Repair / maintenance of fixtures and facilities is an ongoing process. Separate registers are kept for Electrical / Plumbing / Carpentry / Miscellaneous complaints. Repairs are undertaken promptly. However, undue delays in repairs may be reported to the Hostel Warden/Supervisor.

LAUNDRY

Laundry is free of cost for hostellers. Limited number of clothes, as prescribed, can be given for washing and ironing twice a week. Two days are earmarked for each hostel. Each student is given a docket number for laundry. Clothes are collected by the laundry-man from the hostel and students are to collect cleaned / ironed clothes from the laundry-counter. Bed sheet and towel can be exchanged from the counter once a week.

AUUP HOSTEL CODE OF CONDUCT FOR RESIDENTS

4.0 Objective

The objective of AUUP Hostel Code of Conduct is to facilitate a disciplined, healthy, congenial atmosphere for peaceful stay and study. All student residents are required to maintain standards of behavior expected of AUUP students both inside and outside the campus. As Amitians, they are expected to consider each other as part of a family and be friendly and courteous to each other.

5.0 Introduction

- 5.1 The Hostel Code of Conduct specified in this guideline is to be followed by all hostel residents.
- 5.2 All sections/instructions covered under AUUP Regulation 4, 'Disciplinary Control of Students' as well as AUUP Regulations R-6 'Hostel Accommodation' will also be applicable to the hostel residents.

6.0 AUUP Hostel Code of Conduct

- 6.1 All residents are required to carry their valid Identity Cards issued to them by

AUUP. Students without ID card may be denied entry to the campus/hostel.

- 6.2 Residents are duty bound to report to the Warden/Asst. Warden/ Director Hostel/Chief Proctor/DSW in case they notice any unwanted or undesirable activity going on in the hostel or on the campus.
- 6.3 Ragging is a criminal and non-bailable offence. Ragging or abetment to ragging in any form is totally banned within the premises of the University, its Hostels/Departments/ Institutions/ Schools/ Colleges/Constituent Units/Centres/Campus grounds and any part of Amity University system as well as on public transport system.. Any violation will be dealt with as per the regulations/directives/guidelines in this context –
- (a) Supreme Court Guidelines
 - (b) The Uttar Pradesh Prohibition of Ragging in Educational Institutions Act, 2010
 - (c) UGC Regulations, 2009
 - (d) AUUP Regulations on Ragging
- 6.4 All students, including hostellers, are required to sign an Anti-Ragging Undertaking. The students are required to study the AUUP Anti-Ragging Booklet available on Amizone.
- 6.5 Hostel residents are advised not to indulge in any of the undermentioned violations and violations/offences described in AUUP Regulation 4 & 6. Anyone found doing so will be liable for punishment, including expulsion from hostel &/or University, withdrawal of privileges like appearing for campus placement, etc.
- 6.5.1 The students must not indulge in gross misconduct, involving any act of intimidation, brawl/fight or violence or drunken or riotous behaviour, including their behaving in rowdy, intemperate or disorderly manner or encouraging or inciting any other person to do so;
 - 6.5.2 The students must not indulge in any form of dishonesty, whether by act of omission, including but not limited to cheating, plagiarism, knowingly furnishing false information to AUUP, and forgery or alteration;
 - 6.5.3 Hostel residents are advised not to screen pirated / unauthorized /unlicensed movies in their computers and common rooms;
 - 6.5.4 Cigarettes Hookah, other smoking devices, alcoholic drinks, narcotic drugs, possession and or consumption or encouraging or inciting any other person to do so are strictly prohibited. anywhere in AUUP campus and hostel premises is strictly prohibited;
 - 6.5.5 Chewing tobacco, paan, gutka, etc, possession and or consumption or encouraging or inciting any other person to do so are strictly prohibited.anywhere in AUUP campus and hostel premises is strictly

- prohibited;
- 6.5.6 Employing unauthorized persons for any personal work in the hostel premises/University campus is not permitted;
 - 6.5.7 Electrical appliances such as immersion heaters, electric stove/heaters/electric iron etc. in the hostel rooms are not permitted;
 - 6.5.8 Private cooking of food in the hostel room is not permitted;
 - 6.5.9 Hosting/harboring a day scholar or an offender is strictly prohibited;
 - 6.5.10 Indulging in any undesirable activities is strictly prohibited;
 - 6.5.11 Physical assault on any student/staff/faculty/guest is strictly prohibited;
 - 6.5.12 Damage to property of AUUP/other students/staff/faculty is strictly prohibited;
 - 6.5.13 Keeping firearms/weapons of any kind anywhere in AUUP campus and hostel premises is strictly prohibited;
 - 6.5.14 Theft of property, including AUUP's or other students/staff/faculty is a criminal offence and is strictly prohibited;
 - 6.5.15 Participating in anti-national/anti-social activities which also involves discrimination against the fellow hostellers on grounds of caste, creed, religion, place of origin, social or cultural background or encouraging or inciting any other person to do so in or outside the Campus/Hostel is strictly prohibited;
 - 6.5.16 Unauthorized presence in another hostel/room is not permitted;
 - 6.5.17 Parties of all kinds, including 'Birthday Parties' are not permitted in Hostel rooms. Residents can ask for advance permission from Director Hostel to celebrate a personal party in a common area;
 - 6.5.18 Violation of Hostel Timings is not permitted.
 - a) Hostel Residents are not permitted to leave the campus any time of the day without permission and out-pass. However, if they go to another Amity campus for classes they must return to their respective campus before 7 p.m.
 - b) All Freshers are to return to their rooms by 9 pm and should mark their attendance in the designated register.
 - c) All seniors are to return to their rooms by 10pm and should mark their attendance in the designated register.
- 1.1.2 Unauthorized absence from the Campus/Hostel anytime in the day and night is not permitted.
- a) Residents who wish to go out of the Campus in the weekends/Amity Holidays may procure a day out-pass. Application for the same is to be

given to the Hostel Warden, minimum 24 hours in advance, before issue time of outpass, 9am to 11am. The day out-pass will be issued by the wardens from 9am to 11am, for maximum period from 10a.m. to 8 p.m.

- b) Residents who are required to go out of the Campus to complete an assignment/project/training are required to get an authorization from their Head of Institution &/or parent/s. Application for the same is to be given to the Hostel Warden, minimum 24 hours in advance, before issue time of outpass, 9am to 11am.. The day out-pass will be issued by the wardens from 9am to 11am, for maximum period from 10a.m. to 8 p.m.
- c) For leave of absence from the Hostel during night or for longer period, residents are required to get an authorization from their parent/s (as per performa 'Parents Authorization'). Application for the same is to be given to the Hostel Warden, minimum 24 hours in advance, before issue time of outpass, 9am to 11am. Out-pass will be issued by the wardens from 9am to 11am.

Girl hostel residents are allowed to leave hostel on Night/long out-passes only if accompanied by parents or a person/ local guardian authorized by the parents.

- d) Any misrepresentation done and or any wrong information given by the residents for procuring the out-pass, including getting the attendance marked by proxy and marking of proxy attendance for an absentee hosteller by another hosteller, will be considered as indiscipline and will be liable for punishment, including expulsion from hostel &/or University, withdrawal of privileges like appearing for campus placement, etc.

PARENT AUTHORIZATION FOR OUTPASS

To:
Director Hostel Administration
Amity University, Uttar Pradesh

With due respect I would like to inform you that Mr./Ms.
..... programme..... bearing enrollment
no. and staying in room no in hostel
may be permitted to avail leave from toon my risk.

Reason:
.....
.....

Kindly approve his/her leave for the same and grant him/her permission.

Email.....
Mob. No.:
Landline No.:
Contact No. of student while on leave:

Yours truly

(Sig. of Parent)
Name:

GRIEVANCE REDRESSAL MECHANISM FOR HOSTEL STUDENTS

- a) Resident Students can send their grievance, if any, in writing and through email to the Hostel Warden with a copy to Director Hostels, DSW & Dy DSW.
- b) The Director Hostels will monitor and ensure that the grievance is looked into as speedily as possible depending upon its nature and in any case within a fortnight from the date the complaint was lodged.
- c) The students may appeal against the decision of the Director to Dean, Students Welfare/Managing Committee of the hostel or to the Vice Chancellor. In such cases the decision of the Vice Chancellor shall be final and binding.

WITHDRAWAL FROM HOSTEL

Withdrawal from Hostel will be allowed subject to -

- (a) Written permission from parents;
- (b) Deductions from hostel fee will be made as per the following –
 - (i) Not occupied - Deduction of one month charges.
 - (ii) Less than a month - Deduction of two months charges.
 - (iii) Less than 3 months- 50% charges.
 - (iv) After 90 days - No refund except hostel security.

4.19 Guest & Visitor Facility

- Visitors' Lounge (H Block) - A lounge is available for parents to sit when they visit students. Parents and guests are not permitted to visit the students' room.
- Guest Room - Guest room facility is available for the parents / guardians (subject to availability) on payment basis, for a maximum of three days, for which booking can be done in advance.

4.20 Food Plaza

- The University has air-conditioned cafeterias, which provide a variety of vegetarian meals (Indian, South-Indian, Chinese and Continental) on payment. The cafeterias remain open from 7.30 a.m. to 10 p.m. Meal timings are as follows (other eatables are available all through the day)-Breakfast 7.30 a.m. to 10 a.m.; Lunch 12 to 3 p.m.; Dinner 7 to 9 p.m. for Fresher's; 7 to 10 pm for Seniors
- Students are not allowed to carry their meals to their rooms, except in case of illness (with prior permission from the Warden).
- For any complaint or suggestion, hostel residents can inform the Students Mess Committee in writing with a copy to Director Hostels and DSW.
- Other facilities include Daily-needs Store, a Saloon, a florist, a book-shop and a stationery shop which provides photocopying, scanning, printing and binding facilities. The shop also undertakes courier services, recharge of mobile phones and

ticketing. In addition there is a food-court which houses outlets of Dominos, Mama Mia, Bikanerwala, Mrs. Kaur's Cookies, Amul Milk, Parlor, Café Coffee Day, Dosa Plaza & Subway.

The Arcadia

With state of the art facilities, it aims at promoting sports, fitness and entertainment in education. The infrastructural layout of Arcadia is such that it can easily accommodate 800-1000 people for social gatherings and parties.

Following facilities are available at Arcadia:

- Bowling
- Pool
- Snooker
- Console Gaming
- Table Tennis
- Jam Pad - For Music Enthusiasts
- Arcade Games
- Bumper Car
- Foosball
- Social Hub - For private screening
- Cafedia - Dine in zone
- Board games

5 EVENTS AT AMITY

5.1 Amity Youth Festival

Amity Students organize AYF every year during the month of February. The objective of the festival is to create an unparalleled forum for the students to test their intellectual and artistic prowess, simultaneously opening a venue for sharing mutual experience, skills and talent in the field of culture, technical, literary, legal, arts and business management. A very large number of Industry Sponsors and students from Amity and non-Amity Institutions/Universities participate in a variety of events and competitions which are organized by the Amity students.

5.2 Sangathan

Amity University has been celebrating, for the last thirteen years, the birthday of respected Founder President, Dr Ashok K Chauhan and also to salute his sterling spirit and unflagging passion to bring about an education revolution in the country, by organizing its Annual month long, mega sports meet „Sangathan“. The event culminates on 24th October, the birthday of the Founder President.

Students from all Amity Institutions of Higher Learning in India and abroad participate in various team and individual competitions.

5.3 Human Value Quarter

In order to instill humanistic values amongst its students, Amity University observes “Amity Human Values Quarter” from January 28- April 27 each year., “Amity Human Values Quarter” is a cherished activity in the University giving students and entire Amity fraternity an opportunity to introspect and rededicate them to the cause of the society. During the quarter thousands of students from various departments/institutions participate in different competitive events such as quiz, awareness campaigns, blood donation camps, short film making, photography competition, seminars, lectures, etc. Eminent personalities from various fields were invited to enlighten the students on human values and ethics.

The concluding ceremony of Amity Human Values Quarter coincided with the birthday of Dr. (Mrs.) Amita Chauhan, Chairperson, Amity International Schools.

5.4 Day of Belongingness

Amity University celebrates the day of belongingness on 7th May every year wherein thousands of students, faculty and staff members join together at Amity Noida Campus and echo in one voice, 'that they belong to Amity and Amity belongs to them'. The day also coincided with the birthday of Chancellor of Amity University Uttar Pradesh. Mr. Atul Chauhan. Mr. Atul Chauhan is known for his humility, compassion and love and concern for students. He believes that belongingness comes when we work together, understand each other, respect emotions and value the work of others. The sober and unique celebrations on this day give Amitians an opportunity to further strengthen the bonds of love and affection amongst themselves

5.5 International Youth Day

International Youth Day (IYD) is an awareness day designated by the United Nations. The purpose of the day is to draw attention to a given set of cultural and legal issues surrounding youth. The event is celebrated on August 12 every year.

5.6 AMIMUN

Amity International Model United Nations Conference is an interactive opportunity for students to become familiar with international issues and the workings of the United Nations Organization by engaging in debates & negotiations to resolve regional & international issues.

5.5 Convocation

Amity Convocation for successfully qualified Graduands of several Programs, is held every

year in the month of December for award of Degrees/ Diplomas, Medals (Gold, Silver and Bronze), Trophies, Citations and Corporate Awards. Few selected eminent personalities having outstanding contribution in their respective fields, are also conferred upon honorary degrees to acknowledge their work. Alumni are specially invited for the Convocation, and during the ceremony, they handover the flag to the passing out graduands to welcome them for being part of the great Amity Alumni Family.

5.6 Orientation Programme

The Orientation Programmes are conducted for all the new students on first three days of commencement of the Academic Session. The newcomers are extended a warm welcome and introduced during the programme, so that they quickly adjust to the University environment & adopt the Amity culture and systems. Orientation Programme begins with a Havan followed by Registration, introduction to Amity Universe, Head of Institution, Faculty & staff members etc. Several other sessions are also organised which includes Proficiency test, Mentoring, Ice Breaking Exercise, Amity Regulations, Academic Philosophy, Evaluation & Examination System, Panel Discussion by Industry Experts on "Industry Expectations from Young Professionals, Introduction to Clubs & Committees, Psychometric Profiling, Value Addition Courses, QAE, Sangathan, Military Training, Inter-Institution Competitions, Internationalization, Anti-Ragging Measures, Student Counselling centre, Talent Hunt etc.,

5.7 Freshers' Party

Freshers' Party is organised by the senior students for new students who have joined the first year of the programme. It is symbolic of the end of informal interaction between senior and junior students. It is also a way of welcoming the new batch of students by seniors through a formal programme. It aims at integrating new students in Amity culture ensuring 'no ragging or harrasment' of new students and familiarizing them with the faculty & staff members and senior students. The event highlights are - cultural programme and Mr & Ms Fresher competition, which provides a platform to the new batch to display their abilities, talents and skills.

5.8 Farewell Function

Farewell Function is an important and an unforgettable event in the college life of a student. The farewell function is organised to mark a memorable send off to the pass outs of Graduate and Post Graduate programmes. It is a day when students commemorate their success, achievements before stepping into the new world in search of their destiny, their dreams, goals and ambitions. It is a bitter sweet experience especially for the outgoing batch of students.

5.9 Concluding Ceremony

There has been a tradition at the Amity Institutions to conduct a Concluding Ceremony when the students of a programme have undergone and completed all the academic activities of a programme. The students of the outgoing batch are awarded Provisional Certificate for completion of the programme and selected students are presented awards (in the form of Citations, Salvers, Books etc.) in recognition of their contribution and achievements in various fields.

REGISTRATION, FEE PAYMENT & READMISSION

The following guidelines outline the process of registration, fee payment, late fee provisions, withdrawal from an academic programme by a student and striking off the name in case of fee default, and re-admission provisions.

Fresh Registration

The student on the date of commencement of the academic session as specified in the admission letter, will report to their Institution.

Documents Required in Original at the time of Registration

1. Proof of the date of birth (Secondary School Certificate issued by the affiliating Board) Certificate and marks sheet of qualifying examination issued by the Board/University. In case where the University has prescribed a condition of passing a subject or subjects at some level, the Certificate/Marks sheet of the concerned examination in proof thereof should also be produced.
2. Conduct and Character Certificate from the Head of Institution from where the qualifying examination was passed.
3. SC/ST/Physically Handicapped/Defense Category/Kashmiri Migrants/ Minority
4. Status Certificates, bonafide resident of Uttar Pradesh, if applicable.
5. Migration Certificate.
6. Undertaking in the prescribed Proforma, (applicable in case of those students whose results have not been declared at the time of Registration) (as at Annexure-I).
7. Any other document notified through Prospectus.

Verification of Eligibility Conditions/Issue of Enrollment Numbers:

- (a) On the day of commencement of the Programme / Course, the original Certificates and Marksheets (original & two sets of attested photocopies) will be verified by the respective institutions with respect to the eligibility conditions prescribed for the Course / Programme.
- (b) Fresh Registration of students for a programme of AUUP will take place online at AMIZONE with the respective HOIs/HODs Login on the date of commencement of the Programme and will be based on full academic fee paid and profile entered.
- (c) No student shall be eligible for registration to a first degree programmes unless he/she has successfully passed the examination of 10+2. The Certificates of the students may be

checked at the time of registration and in case it is found that the student does not fulfill the eligibility criteria on the basis of 10+2 examination for admission to 1st Degree, he will not be registered at all.

- (d) No student shall be eligible for registration to Integrated Master's Degree programmes unless he/she has successfully passed the examination of 10+2. The Certificates of the students may be checked at the time of registration and in case it is found that the student does not fulfill the eligibility criteria on the basis of 10+2 examination for admission to Integrated Master's Degree programmes, he will not be registered at all.
- (e) No student shall be eligible for admission to a Master's Degree programme unless he/she has successfully completed three years/four years of an undergraduate degree or earned prescribed number of credits for an undergraduate degree, through the examinations conducted by a University/Autonomous Institution.
- (f) The Certificate of eligibility (i.e. Graduation) for admission to Master's Degree programmes will be verified at the time of registration by the concerned Institution. In the case of students, who have already appeared in the qualifying examinations, but their results have not been declared by the University / Autonomous Institution, they will be provisionally registered, subject to the production of proof and a letter from the concerned University/Autonomous Institution certifying that the student has appeared in all the papers of last semester/year and the back papers of previous semesters (if any) and his/her result has not yet been declared.
- (g) An undertaking will be given in the Format presented from him/her & his/her parents/guardian that he/she will submit the Documents in support of the eligibility by the last working day of October of the year failing which the admission will be cancelled and the name struck off from the rolls of the University and fee deposited will be forfeited.
- (h) Enrolment Number will be provided to the student and Smart Card issued, only after the student actually registers, after verification of eligibility conditions by the Institution/ Department.
- (i) In case of students, who have not submitted the proof in regard to fulfillment of the eligibility conditions and have been registered provisionally on an undertaking, the status of Enrollment Number given will remain provisional till the submission of proof
- (j) Students who fail to submit documents in support of their eligibility by last working day of October and are not granted extension will not be allowed to attend classes from 01 November onwards.
- (k) As long as a student's Enrolment Number is Provisional, he will not be allowed to take the Examination. Only students with Confirmed Enrolment Numbers will be allowed to take the Examination.

Re-Registration

In case of subsequent semesters, the registration will take place on the date(s) decided and notified, as per the Academic Calendar. On re-registration, HOI/HOD will ensure that:-

- (1) eligibility criteria and other documents have already been verified
- (2) the student is eligible for promotion to the semester in which he is to be re-registered
- (3) the student has paid all the fees

If (1) or (2) or (3) is not fulfilled, he will not be re-registered and his case will be referred to University Headquarters.

Fee Payment

The fee payment schedule for a year is issued, based on dates of commencement of semesters/ years of various programmes. The same is put up on the Notice Boards of the Institution and is also available on Amizone.

Late Fees

For 10 days or the date given in the calendar (whichever is later) from the last date of fee payment, students will be required to pay late fees at the rate of Rs. 50/- per day.

After 10th day and till the 30th day from the last date of fee payment (i.e. additional 20 days) student will have to pay a late fee of Rs. 7,500/-.

After 30 days from the last date of payment, the names of the defaulters will be struck off the rolls. If any such student still wants to pay fees and continue in the programme, it will be permissible under the provisions of re-admission as given in the next section.

Re-Admission

Any student who wants to pay the fees after 30 days from the last date of fee payment and continue the programme, may be permitted to do so provided the student applies for readmission and the case is recommended by the Head of the Institution/Department to the Admissions Committee. If the readmission is approved by the Admissions Committee, the Committee will inform the same to the student, the Head of the Institution/Department, Accounts Department, Admissions Department and the University. On readmission, a student will be required to pay readmission fee of Rs. 15,000/- in addition to all other dues.

LIST OF SELECTED AUUP REGULATIONS

1. Conduct of Examinations Scheme of Evaluation and Discipline among Students in Examinations.
2. Research Degree Programmes: M.Phil, Ph.D and Post-Doctoral Programmes D.Litt, D.Sc. and LLD.
3. Lateral Entry Admissions and Transfer of Credits.
4. Maintenance of Discipline among Students.
5. Hostel Accommodation.
6. Scholarship, Awards, Medals and Special Awards.
7. Conduct of Convocation.
8. Admissions & Enrolment of Students and Examination & Evaluation for Distance Learning Programmes.
9. Admissions & Enrolment of Students and Examination & Evaluation for Online Programmes.
10. Prevention of Sexual Harassment.
11. Regulation/ Directive for Banning Ragging & Anti-Ragging Measures.
12. Regulations on Choice Based Credit System

LIST OF SELECTED AUUP GUIDELINES

1. Attendance for Official Duty.
2. Conduct of Concluding Ceremony.
3. Student's educational Tour/Industry visits/Seminars/Conference.
4. Guidelines for Fresher's Party.
5. Guidelines for Farewell Function.
6. Library Guidelines.
7. Students Grievance Redressal.
8. Guidelines for PG students for early joining for final placement.
9. Mentoring Programme.
10. Project Training.

Note:

The students shall be governed by these regulations and guidelines of AUUP and such other regulations and guidelines as may be notified by AUUP from to time. It is important that the students read these regulations and guidelines, already available in the 'Amizone' which can be accessed by the students using their password.

DECLARATION

I, _____ son/daughter of _____
, student of _____ (Course/Program) of Amity Institute of _____,
Amity University Uttar Pradesh (hereinafter referred as "AUUP") , enrolled in the Academic Year
20XX--20XX, bearing Registration Number _____ and Enrolment Number
_____, hereby affirm that I have gone through the contents of the Student Handbook
and understood the same in totality, as my queries were adequately addressed and clarified
during the orientation program.

Further, I have gone through the academic requirements of the course/program that I have
enrolled for and have fully understood that while pursuing the said course/program, I shall be
required to maintain minimum level of SGPA and CGPA in order to be eligible for an award of
degree, to be conferred by Amity University, on successful completion of the course/program as
per prescribed regulations of AUUP.

I hereby declare that:

I have gone through the rules, regulations and guidelines in regard to academics, examination,
discipline and educational tours and all other activities, as notified by the AUUP. I fully
understand that all these notifications such other guidelines and norms, as may be notified by
AUUP from time to time are also to be followed by me in true spirit, during my entire tenure with
the University.

Signature of Student: _____

Name: _____

Date: _____

Address: _____

Phone : _____, Mobile

E-mail: _____

Signature of Parent: _____

Name: _____

Date: _____

Address: _____